

Fair Housing Reporting Procedures

Date: _____

To: [Recipient's Name]

From: [Your Name]

Subject: Fair Housing Reporting Procedures

Dear [Recipient's Name],

We are committed to providing equal housing opportunities and ensuring compliance with Fair Housing laws. If you suspect a violation of Fair Housing practices, please follow the procedures outlined below:

Reporting Procedures

1. Document your concerns carefully, noting dates, times, and specific incidents.
2. Contact our Fair Housing Officer at [Phone Number] or [Email Address].
3. Submit a written complaint to [Office Address] outlining your concerns.
4. Attend an informational meeting scheduled for [Date] to discuss your concerns.

Investigation Process

Once a complaint is received, the following process will be initiated:

- A preliminary review of the complaint.
- Confidential interviews with involved parties.
- Documentation of findings and recommendations for action.

Your cooperation and input are invaluable in maintaining a fair housing environment. Please do not hesitate to reach out if you have any questions or require assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]