

Notification of Equal Housing Complaint

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that a complaint has been filed against [insert your organization's name] regarding an alleged violation of the Fair Housing Act. The complaint was filed by [complainant's name] on [date of complaint].

The complainant alleges that [brief description of the complaint and the reason for it]. We take these allegations seriously and are committed to complying with all applicable fair housing laws.

Please be assured that we are investigating this matter thoroughly and will keep you updated on any developments. We encourage you to reach out to us if you have any questions or need further clarification regarding the complaint.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]