(Employment – Inaccessible Premises) **PLEASE DELETE**

Your address

**Enter Employer’s Name**

**Enter Address**

**Date**

Dear \_Enter name of person you are writing to\_\_\_\_,

**Subject: (say what your letter is about)**

I would like you to accept this letter as a formal complaint of disability discrimination through inaccessible premises at (employer).

The Equality Act 2010 (the Act) places a duty on an employer to make ‘reasonable adjustments’ to ensure disabled staff are not substantially disadvantaged compared to non-disabled workers.

* (Describe the situation and the impact it has had on you. Give the facts of the case, being specific and clear).
* I believe the (explain the policy/practice/lack of equipment etc and how it is causing the disadvantage) places me as a disabled person at a substantial disadvantage when compared to a non-disabled person.

I have tried to resolve the matter informally (explain what steps you have taken to resolve the issue, what date you spoke to them and who you have spoken to) but I have not received a satisfactory outcome. I am therefore raising my concerns formally via (employer’s) grievance procedure. In line with this procedure, I expect a response from you within (internal procedure stated timeframe).

Yours sincerely

(Your name)