

ASSERTING RIGHTS LETTER TEMPLATE

*The following template and sample letter have been included as supplements to help you write your asserting rights letter or email. We recognize that they may not apply to your specific situation. Do not hesitate to contact the HRLSC if you have questions about using the template or sample letter. **Current AI programs do not provide reliable or accurate information with respect to human rights law. We strongly advise against using them to draft your letter.***

Dear [DIRECT MANAGER, HR MANAGER, LANDLORD NAME],

I am writing because I believe [COMPANY, LANDLORD NAME] has discriminated against me due to my [CODE GROUND, e.g., disability, race, sexual orientation, etc.], contrary to the Ontario *Human Rights Code*.

[DESCRIPTION OF THE EVENTS, INCLUDING DATES]

[DESCRIPTION OF RESPONSE BY COMPANY OFFICIALS, LANDLORD]

I believe [COMPANY, LANDLORD ACTION] discriminated against me as a [HOW THE CODE GROUND APPLIES TO YOU, e.g., pregnant woman, Black person, trans man, etc.]

For more information on [COMPANY, LANDLORD]'s obligations under the *Human Rights Code* please review the Ontario Human Rights Commission's policy [LINK TO POLICY ON THE CODE GROUND THAT HAS BEEN VIOLATED]

I am requesting that [DESCRIPTION OF WHAT YOU WANT THE COMPANY OR LANDLORD TO DO TO RESOLVE THE SITUATION]. Please respond to this letter by [DATE].

I look forward to resolving this matter.

Sincerely,

[YOUR NAME]