

INSTRUCTIONS: Highlight all the text in this document. Copy and paste the text into the text editor or email messenger of your choice, or simply make a copy of this Google Doc. Delete all the sections in **[bold and brackets]** and replace them with your personal details. Delete this instruction section. This letter is just an example; for assistance customizing to your specific situation, reach out to your local fair housing organization.

[Today's Date (Month, Day Year)]
[Property Manager Name, if known]
[Property Name]
[Address (Address, City, State Zip Code)]

Re: Source of Income Discrimination – **[Your Full Name]**

Dear **[Mr./Ms. Property Manager Name]:**

I am contacting you because I believe you have illegally discriminated against me based on my Source of Income. **[Describe the action you took, ex: "I completed and submitted an application"]** for **[insert property address (address, city, zip code)]** on **[date (MM/DD/YY).]**

In response, **[describe the discriminatory act in detail, ex: "Ms. Brown at the management office called me on 9/12/23 and said that 321 Apartments does not "rent to Housing Choice Voucher holders."]**

The [Illinois Human Rights Act](#) (IHRA) prohibits discrimination in housing based on Source of Income, or the lawful manner by which an individual supports themselves or their dependents. See 775 ILCS 5/3-102. Housing providers who violate this act may be required to allow the tenant to occupy the unit and pay damages, fines, and attorneys' fees, among other things.

My **[insert the source of income you attempted to use, ex: Housing Choice Voucher]** is a lawful manner by which I support myself and your **[describe the discriminatory action, ex: "office's denial of my application"]** due to my Source of Income violates the IHRA. I request that you **[insert your desired outcome here, ex: "reconsider my application"]**.

Please contact me at **[your email or phone number]** by **[date (MM/DD/YYYY) – this date should be 5 business days from the date of sending]** to arrange next steps.

Sincerely,

[Your full name & contact information (email)]