<DATE>

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for brining concerns about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to my attention. I want you to be aware of the services provided by the University’s Office of Institutional Equity (OIE) in case you believe any of the behavior you reported to me may be in violation of the University’s Nondiscrimination and Anti-harassment Policy, [policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy](http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy). The Policy prohibits discrimination based on the following protected categories: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

You can learn more about OIE and its services at [equity.arizona.edu](http://equity.arizona.edu/) and in the attached brochure(s). You may also contact OIE personnel about your concerns directly at (520) 621-9449 or equity@email.arizona.edu.

In short, OIE enforces the Policy and oversees the process for filing discrimination complaints. In appropriate cases, OIE also works with University personnel and students to address discrimination concerns through other, less formal means.

Please note that the Policy prohibits retaliation against you for brining concerns of potential discriminatory treatment to my attention, or the attention of OIE. In fact, the Policy prohibits anyone within the University from acting against you due to your opposing discrimination or expressing concerns about potential discrimination. If you believe this is occurring, please report it to me and/or OIE. We wish to ensure that retaliation does not continue, if occurring.

Once more, my thanks to you for informing me of these issues. If you have any questions or concerns, please contact me or OIE.

Sincerely,