

# Request for Clarification on Harassment Complaint

Date: [Insert Date]

To: [Recipient's Name] [Recipient's Title] [Company/Organization Name] [Address] [City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request clarification regarding my recent harassment complaint filed on [insert date of complaint]. Understanding the details and process surrounding my complaint is essential for me to ensure that I can provide any necessary additional information and to fully understand the course of action being taken.

Specifically, I would like to clarify the following points:

- [Insert specific question or point of clarification 1]
- [Insert specific question or point of clarification 2]
- [Insert specific question or point of clarification 3]

Thank you for your attention to this matter. I look forward to your prompt response to ensure that the necessary steps are taken moving forward.

Sincerely,

[Your Name] [Your Contact Information] [Your Position/Title if applicable]