

Harassment Complaint Confidentiality Assurance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally submit a complaint regarding an incident of harassment that I have experienced at [insert location/event]. I wish to express my concern regarding the confidentiality of this matter and the need for discretion as we move forward.

It is essential for me to ensure that any details shared in this complaint remain strictly confidential and are disclosed only to those who need to be involved in addressing this issue. I trust that you will take the necessary steps to protect my privacy and the integrity of the investigation.

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your understanding and support in maintaining confidentiality throughout this process.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]