

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on my previous harassment complaint filed on [Insert Date of Original Complaint]. I would like to inquire about the status of the investigation and any findings, as this matter is of significant concern to me.

It is important for me to understand the actions being taken to address the situation and ensure a safe environment. I appreciate your attention to this matter, and I am looking forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]