

Letter of Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position, if applicable]

[Company/Organization Name, if applicable]

[Address of Recipient]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding cyber harassment I have experienced, which has significantly affected my personal and professional life. The incidents began on [insert date] and have continued through to the present day.

The details of the harassment include:

- Date: [Insert Date] - Description of Incident
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I have evidence of the harassment, including screenshots, emails, and any relevant documentation that corroborates my claims. I kindly request immediate action to address this situation. Additionally, I ask for information on the procedures that will be followed to investigate my complaint and any resources available to assist me during this process.

Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Name]