

# Letter of Acknowledgment

Date: [Insert Date]

To: [Insert Name]

[Insert Address]

[Insert City, State, Zip Code]

Dear [Insert Name],

We are writing to acknowledge receipt of your report concerning the harassment incident that occurred on [insert date of incident]. Your concerns are taken very seriously, and we appreciate you bringing this matter to our attention.

We are committed to conducting a thorough investigation into your report while ensuring confidentiality and respect for all parties involved. You will be updated on the progress of this investigation in a timely manner.

If you have any further information or need immediate assistance, please do not hesitate to contact [insert contact information].

Thank you for your courage in coming forward.

Sincerely,

[Insert Your Name]

[Insert Position]

[Insert Organization Name]

[Insert Contact Information]