

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally complain about instances of harassment I have experienced in the workplace. Despite my efforts to address this matter informally, the behavior has not ceased, and I feel compelled to bring it to your attention.

The incidents occurred on [specific dates] and involved [briefly describe the nature of the harassment, including any specific individuals if appropriate]. This behavior has created a hostile work environment and has negatively affected my ability to perform my job duties.

I believe it is vital for our workplace to be free from harassment, and I would appreciate your prompt attention to this matter. I request that a formal investigation be conducted and that appropriate actions be taken to address this situation.

Thank you for your attention to this serious issue. I look forward to your prompt response.

Sincerely,

[Your Name]