

# Request for Investigation into Harassment Incident

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an investigation into an incident of harassment that I experienced on [insert date of incident] at [location of incident]. [Briefly describe the incident, including specific details and names of any individuals involved, if applicable.]

I believe this incident violates [mention any relevant policies or laws], and I urge you to take this matter seriously. I am seeking an impartial investigation to ensure a safe and respectful environment for all employees.

I would be grateful if you could acknowledge receipt of this request and provide me with information on the next steps in the investigation process.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]