

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Their Position
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally submit a grievance regarding the behavior exhibited by [Name of the individual(s) involved] on [specific date(s)]. I believe that their actions were unacceptable and have created an uncomfortable environment for me and potentially others.

On [specific date], [describe the behavior or incident in detail, including what occurred, where it took place, and any witnesses present]. This behavior is concerning and has affected my ability to [explain how it has impacted you or your work].

I have attempted to address this matter informally by [mention any steps you took, such as speaking to the individual], but unfortunately, the situation has not improved.

I kindly request a formal investigation into this matter and appropriate action to be taken to ensure such behavior does not recur. I am willing to provide any further information or evidence if necessary.

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

Sincerely,

[Your Name]