

Request for Action Against Workplace Harassment

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request action regarding an ongoing issue of workplace harassment that I have been experiencing at [Company/Organization Name]. This situation has impacted my work environment and overall well-being.

Specifically, I have encountered [describe the nature of harassment, incidents, dates, and any witnesses, if applicable]. Despite my attempts to address this directly, the behavior has continued.

I believe it is imperative that the organization takes appropriate measures to investigate this matter and implement necessary actions to ensure a safe and respectful workplace for all employees.

I appreciate your prompt attention to this serious issue and look forward to discussing it further.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]
[Your Contact Information]