

# Request for Investigation into Harassment Claims

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

I am writing to formally request an investigation into the harassment claims I have raised regarding [Name of the accused person] which have occurred on [insert dates or duration]. I believe these incidents have created a hostile work environment that adversely affects my wellbeing and productivity.

Details of the incidents include:

- [Brief description of incident 1]
- [Brief description of incident 2]
- [Brief description of incident 3]

I have taken the liberty of documenting my experiences and any relevant evidence I have gathered. I am willing to provide this documentation to assist in your investigation.

I hope you will take this matter seriously and initiate a thorough investigation. Please let me know how you would like to proceed and if there is anything more I need to provide to support my claims.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]