

# Request for Investigation into Harassment Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 an investigation into a harassment claim that I have experienced at [Company/Organization Name]. The incidents occurred on [insert dates] and involved [briefly describe the nature of the harassment and the individuals involved, if applicable].

I believe that it is essential for the company to address this matter promptly and thoroughly to ensure a safe and respectful working environment for all employees. I have documented the incidents and can provide further details if required.

Thank you for your attention to this serious issue. I look forward to your prompt response and to the initiation of an investigation.

Sincerely,

[Your Name]