

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of an incident of harassment that I have experienced in the workplace. On [date], I was subjected to [describe the behavior or incident], which I found to be inappropriate and unacceptable.

This behavior has made me feel [describe feelings: uncomfortable, unsafe, etc.], and I believe it is important to address this issue promptly and effectively. I would appreciate it if you could take this matter seriously and initiate an investigation into the incidents described.

Thank you for your attention to this serious matter. I hope to see appropriate action taken to ensure a safe and respectful workplace for all employees.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]