

Report of Harassment

Date: [Insert Date]

To: [Regulatory Agency Name]

Address: [Agency Address]

Dear [Agency Representative's Name],

I am writing to formally report an incident of harassment that has occurred at [Location/Organization Name]. The details of the harassment are as follows:

Incident Details

Date of Incident: [Insert Date]

Time of Incident: [Insert Time]

Location: [Specific Location]

Description of Incident

[Provide a detailed account of the harassment incident, including names of involved parties, nature of the harassment, and any witnesses present.]

Actions Taken

[Describe any actions you have taken to address the situation, including reporting to internal authorities or seeking support.]

Request for Action

I request that the [Regulatory Agency Name] investigate this matter and take appropriate action to ensure a safe environment for all individuals at [Location/Organization Name].

Thank you for your attention to this serious matter. I am willing to provide any further information or documentation required.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]

[Your Organization Name]