

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Department]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Department]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a review of our current harassment policies. Given the evolving nature of workplace dynamics and recent incidents, I believe it is crucial to ensure that our policies are comprehensive and effectively communicated to all employees.

Specifically, I propose that we assess the following areas:

- Definitions of harassment
- Reporting procedures
- Investigation protocols
- Training programs for employees

Thank you for considering this important request. I am looking forward to your response and am more than willing to assist in the review process.

Sincerely,

[Your Name]