

University Name

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Office of Student Affairs
University Name
University Address
City, State, Zip Code

Subject: Formal Complaint Regarding Harassment Incidents

Dear [Recipient's Name],

I am writing to formally address a series of harassment incidents that I have been experiencing while attending [University Name]. These incidents have significantly impacted my academic performance and personal well-being.

The first incident occurred on [date], when [describe the incident clearly, including details and context]. Following this, I experienced additional harassment on [subsequent dates], which included [describe further incidents]. Despite my attempts to address the issue directly with [mention any relevant parties, if applicable], the behavior has continued.