

Incident Documentation Letter

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Documentation of Harassment Incident

Dear [Recipient Name],

I am writing to formally document an incident of harassment that I experienced on [insert date of incident]. This incident took place at [insert location] and involved [insert name(s) of the individual(s) involved].

Details of the Incident:

- **Date and Time:** [Insert date and time]
- **Description of the Incident:** [Provide a detailed account of the incident]
- **Witnesses:** [List any witnesses or evidence related to the incident]

This incident has made me feel [insert how it made you feel and any impact it has had on you]. I believe it is crucial to address this matter promptly to ensure a safe and respectful environment.

I would appreciate your assistance in addressing this issue and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]