

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

[Manager's Name] [Company's Name] [Company's Address] [City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally notify you about an incident of harassment that I have experienced in the workplace. The incidents have been ongoing since [start date] and have created a hostile work environment for me.

The details of the incidents are as follows:

- [Date of incident 1]: [Description of the incident]
- [Date of incident 2]: [Description of the incident]
- [Continue with additional incidents as necessary]

I believe it is important for you to be aware of this situation, as it has significantly impacted my ability to work effectively. I respectfully request that this matter be investigated promptly and that appropriate action be taken to address the issue. My intention in bringing this to your attention is to seek a resolution that ensures a safe and respectful workplace for all employees.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Name]