

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

Recipient Name
Recipient Title
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request a review of the current harassment policy at [Company/Organization Name]. Given recent events and conversations within our workplace, I believe it is essential to ensure that our policy is comprehensive, up-to-date, and effectively communicates our commitment to fostering a safe and respectful environment for all employees.

Specifically, I would like to see a review of the following aspects:

- Definitions of harassment, including examples
- Reporting mechanisms available for employees
- Procedures for investigating claims
- Training provided to staff on this policy
- Any steps taken to promote a culture of respect and inclusivity

I believe that a thorough review of our harassment policy will demonstrate [Company/Organization Name]'s commitment to maintaining a healthy workplace environment. I appreciate your attention to this matter and look forward to your response.

Thank you for considering my request.

Sincerely,
Your Name