

# Request for Investigation Into Harassment Claims

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an investigation into my claims of harassment that I have experienced in the workplace. The incidents have created a hostile environment, and I believe it is crucial to address these matters promptly.

The specific incidents include:

- [Incident 1 - Description]
- [Incident 2 - Description]
- [Incident 3 - Description]

I believe that these actions violate [mention any relevant policies or laws]. I trust that the company will take these claims seriously and conduct a thorough investigation.

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

Sincerely,

[Your Name]