

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally seek support regarding an ongoing issue of workplace harassment that I have been experiencing at [Company Name]. Despite my efforts to address this matter informally, I believe it is essential to escalate the situation and outline my concerns in writing.

The harassment I have faced includes [briefly describe the incidents, e.g., inappropriate comments, unwanted advances, bullying behavior]. These occurrences have created a hostile work environment, affecting my well-being and productivity.

I would appreciate your support in investigating this matter and implementing appropriate measures to ensure a safe and respectful workplace for all employees. I am willing to provide further details and cooperate fully in any investigation that may take place.

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

Sincerely,

[Your Name]