

Formal Complaint of Sexual Harassment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 complain about an incident of sexual harassment that I experienced on [insert date of incident] while at [location of incident, e.g., workplace, office event].

On that day, [describe the incident in detail, including what happened, who was involved, and any relevant context].

This behavior is unacceptable and violates both my personal rights and the policies of [Company/Organization Name]. I have felt uncomfortable and unsafe since the incident, and it is imperative that action is taken.

I request an immediate investigation into this matter and appropriate actions to ensure that such behavior is not tolerated in the future. I am prepared to provide additional information and cooperate fully with the investigation.

Thank you for addressing this serious issue. I look forward to your prompt response.

Sincerely,

[Your Name]