

Your Name

Your Address

City, State, Zip Code

Email Address

Date

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 verbal harassment that I experienced on [date] at [location]. During this incident, [describe what was said and the context, including any witnesses if applicable].

This type of behavior is unacceptable and creates a hostile environment. I believe it is important that this matter is addressed promptly to ensure it does not happen to anyone else.

I hope for a thorough investigation of this situation and appropriate actions taken against the responsible party. I am willing to provide any further information needed for this investigation.

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

Sincerely,

[Your Name]