

Formal Complaint Letter

Date: **[Insert Date]**

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding repeated incidents of harassment I have experienced at [location or context of harassment] that have occurred on [list specific dates or time period]. This behavior has created an uncomfortable and hostile environment for me.

The incidents include:

- [Briefly describe incident 1]
- [Briefly describe incident 2]
- [Briefly describe incident 3]

I have attempted to address this matter directly by [mention any actions you have taken, such as speaking to the harasser or reporting to a supervisor], but unfortunately, the harassment has continued.

I kindly request that this complaint be taken seriously and addressed promptly. I believe that appropriate measures should be implemented to prevent any further instances of harassment. I am willing to cooperate fully during any investigation into this matter.

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

Sincerely,
[Your Name]