

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
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 file a complaint regarding harassment that I have experienced at [Location/Workplace] since [date or timeframe]. Despite my attempts to resolve this matter informally, the situation has not improved, and I feel compelled to request a formal investigation.

Specifically, I have experienced [briefly describe the incidents, including dates, times, and any witnesses if applicable]. This behavior has created a hostile environment and has significantly impacted my well-being and performance.

I believe it is essential for [Company/Organization Name] to investigate this matter thoroughly. I am requesting that appropriate actions be taken to ensure a safe and respectful environment for all employees.

Thank you for considering this serious issue. I hope to see prompt action taken. I am available for a meeting to discuss this matter further and can provide additional details if necessary.

Sincerely,
[Your Name]