

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the misconduct of [Employee's Name], who works in the [Department/Position]. On [Date of Incident], I experienced an incident that I believe constitutes inappropriate behavior.

Description of the incident:

[Provide a detailed account of the incident, including dates, times, and locations. Explain why the behavior was inappropriate and how it affected you or the workplace.]

As a result of this incident, I feel that it is important to address this behavior to maintain a professional and respectful work environment.

I request that you investigate this matter promptly and take appropriate action as per the company policy. I appreciate your attention to this serious issue and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Department]