

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Title

Company/Organization Name

Company Address

City, State, Zip Code

Subject: Formal Complaint of Harassment and Discrimination

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding incidents of harassment and discrimination that I have experienced within [Company/Organization Name]. These incidents have caused significant distress and have created a hostile environment for me.

On [specific date], [describe the incident(s) in detail, including what occurred, where it took place, and the individuals involved]. This behavior is unacceptable and violates [mention any relevant company policies, laws, or regulations].

I have made efforts to address this issue informally by [mention any steps taken to resolve the issue, such as speaking to the individual involved or reporting it to a supervisor], but the situation has not improved.

I respectfully request that appropriate action be taken to investigate this matter and ensure that such behavior does not continue. I am willing to provide further details and evidence, including witness statements if necessary.

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

Sincerely,

Your Name