

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Title  
Company's Name  
Company's Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally report an incident of sexual harassment that I experienced in the workplace on [insert date]. I believe it is important to address this issue promptly and effectively to ensure a safe working environment for all employees.

The incident involved [provide a brief description of the incident, including who was involved, what occurred, and any witnesses present]. This behavior made me feel [describe how it made you feel, e.g., unsafe, uncomfortable, etc.].

I have previously attempted to address this situation by [explain any previous actions taken, such as informing a supervisor or HR]. However, the behavior has continued and has prompted me to submit this formal complaint.

I request that this complaint be taken seriously, and I urge you to take appropriate action to investigate the matter. I am willing to discuss this further and provide any additional information that may assist in the investigation.

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

Sincerely,  
[Your Name]