

Letter of Request for Investigation

[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 request an investigation into the conduct of my supervisor, [Supervisor's Name], who is currently in the position of [Supervisor's Title].

Over the past [duration], I have experienced or witnessed several incidents that I believe warrant serious consideration. These incidents include [briefly describe incidents or behaviors].

I believe that these behaviors not only violate company policies but also create a hostile work environment. Therefore, I respectfully ask that you initiate an investigation into these matters at your earliest convenience.

Thank you for your attention to this serious issue. I am willing to provide further information or documentation should it be necessary.

Sincerely,

[Your Name]