

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Recipient's Name

Recipient's Position

Company/Organization Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding a significant violation of my privacy that has constituted harassment. This issue has caused me considerable distress and I believe it is essential for it to be addressed promptly.

On [date of incident], I experienced an invasion of my privacy when [describe the incident and how it constitutes harassment, including names of individuals involved, if known]. This breach has made me feel unsafe and uncomfortable in my environment.

I request that this matter be investigated thoroughly and that appropriate action be taken to ensure that this does not happen again in the future. I appreciate your attention to this serious issue and look forward to your prompt response.

Thank you for addressing this matter with the seriousness it deserves.

Sincerely,

[Your Name]