

Date: August 31, 2024
To: GAD Office

Subject: complaint

Dear Sir/Madam,

Issue Date: August 31, 2024

Date and Time of Description: August 31, 2024 10:02:48

Type: complaint

Description:

I am writing to report an incident of sexual harassment that occurred on [Date] at [Location within the school]. I believe it is crucial to bring this matter to your attention and to take appropriate action to prevent such incidents from happening again. The incident involved [Name of the harasser], a [Grade] student at our school. On [Date], [Briefly describe the incident, including the specific actions taken by the harasser and your reaction]. [Describe the impact of the incident on you, such as emotional distress, academic difficulties, or changes in behavior.] I have attached copies of any relevant evidence, including [List of evidence, such as text messages, emails, or witness statements]. I understand the seriousness of this matter and the importance of creating a safe and inclusive learning environment for all students. I request that a thorough investigation be conducted into this incident and that appropriate disciplinary measures be taken against the perpetrator. Thank you for your prompt attention to this matter.

Sincerely,

Your Name