

Date: October 18, 2024

To: GAD Office

Subject: complaint

Issue Date: October 18, 2024

Urgency:

Type: complaint

Description:

I am writing to report a sexual assault incident that occurred on [date] at [location] within the [school name] campus. [Briefly describe the incident, including the time, place, and nature of the assault. Be as specific and detailed as possible without compromising the investigation.] [If applicable, provide names of any witnesses or individuals involved in the incident.] I am requesting that a thorough investigation be conducted into this matter. I understand the seriousness of this accusation and am willing to cooperate fully with any investigation. I am also requesting that appropriate measures be taken to ensure my safety and well-being, as well as the safety of other students, during and after the investigation. Thank you for your immediate attention to this matter.

Sincerely,

Your Name