

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 07:22:10

Type: complaint

Description:

I am writing to report an incident of sexual harassment that occurred on [Date] at [Location] within our school premises. On [Date], [Name of perpetrator] [Describe the incident in detail, including specific actions, words used, and any witnesses present]. This incident made me feel [Describe your emotional state, such as scared, humiliated, or uncomfortable]. I believe that [Perpetrator's actions] constitute sexual harassment and violate the school's policies. I am requesting that [Specific action you want taken, such as investigation, disciplinary action against the perpetrator, or counseling services]. I would be willing to provide further details or participate in any investigation that may be necessary. Thank you for your prompt attention to this matter.

Sincerely,

Your Name