

Date: September 27, 2024
To: GAD Office

Subject: complaint

Dear Sir/Madam,

Issue Date: September 27, 2024

Urgency:

Type: complaint

Description:

I am writing to report a serious incident of sexual harassment that occurred on [Date] involving me and a fellow student, [Student's Name]. The incident took place in [Location] during [Time]. [Briefly describe the incident, including specific details and any witnesses, if applicable]. This behavior made me feel uncomfortable, scared, and violated. It created a hostile learning environment and made it difficult for me to focus on my studies. I am requesting that the school take immediate action to address this issue and ensure my safety and well-being. I would like to request that the school conduct a thorough investigation into this matter and take appropriate disciplinary measures against the offending student. Additionally, I would like to request that the school implement preventative measures to prevent similar incidents from occurring in the future. Thank you for your prompt attention to this matter.

Sincerely,

Your Name