

Date: August 27, 2024  
To: GAD Office

Subject: report

Dear Sir/Madam,

Issue Date: August 27, 2024

Date and Time of Description: August 27, 2024 04:34:38

Type: report

Description:

I am writing to formally report an incident of sexual harassment that occurred on [Date] at [Location] within [School Name]. On the aforementioned date, I was [briefly describe the situation, e.g., walking in the hallway, attending class, etc.] when I was approached by [Harasser's Name]. [Harasser's Name] then proceeded to [describe the harassing behavior, e.g., making inappropriate comments, touching me without my consent, etc.]. This incident made me feel extremely uncomfortable, humiliated, and violated. Such behavior is completely unacceptable and creates a hostile learning environment. I believe that [Harasser's Name] has a history of similar behavior, as I have heard other students express similar concerns. I am requesting that the school take immediate action to address this matter. I believe that [Harasser's Name] should be held accountable for their actions and that appropriate disciplinary measures should be taken to prevent future incidents. I am also requesting that the school provide me with counseling or other resources to help me cope with the emotional trauma caused by this incident. It is important to me that the school create a safe and supportive environment for all students. I have attached copies of [any relevant evidence, such as text messages, emails, or witness statements]. I am available to provide further information or to participate in any investigation that may be conducted. Thank you for your prompt attention to this matter.

Sincerely,

Your Name