To

[The Recipient Name]  
[Designation]

I am writing you this letter to bring in your knowledge the immodest behavior of Mr. Smith. The day he has joined our team, he has been repeatedly passed disturbing comments over me. I have been continuously ignoring his behavior but now I believe it’s high time that I should report the same to you.

His behavior is causing me upset. I have persistently tried to talk to him regarding his behavior but unfortunately, Mr. Smith did not cooperate with me. This has led me to talk to you about writing to make a way out of the situation.

I request you to investigate this matter personally and devise a positive solution to it. Hope to receive a positive response from you.

Sincerely,

[Your Name]  
[Designation]