

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding an incident of cyber abuse that I have experienced. On [specific date(s)], I encountered [briefly describe the nature of the abusive behavior, e.g., harassment, threats, etc.], which I believe violates your company's policies on [specific policies related to online conduct].

Despite my efforts to [mention any steps you took, e.g., report to moderators, block the abuser], the situation remains unresolved, leading to [describe any impact on you, e.g., emotional distress, professional repercussions]. I believe it is essential for [company/organization name] to take appropriate action to address this matter to ensure a safe online environment for all users.

I kindly request that you [state specific action you want, e.g., investigate the issue, take action against the offender]. I appreciate your attention to this serious matter and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]