

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

Dear [Recipient's Name],

I am writing to formally express my concerns regarding online harassment I have experienced on [specific platform or website name]. Over the past [duration], I have received [describe the nature of the harassment, e.g., threatening messages, inappropriate comments, etc.], which I believe violates [platform's policies or relevant laws].

The incidents occurred on [specific dates or a range of dates] and involved [provide details, including usernames, messages, or screenshots if applicable]. This behavior has caused me [explain the impact on your emotional well-being or daily life], and I believe it is important to address this issue promptly.

I kindly request that you investigate this matter and take appropriate action in accordance with your policies. I appreciate your attention to this serious issue and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]