

**URGENT LEGAL MATTER: FOR SETTLEMENT PURPOSES ONLY**

[Your Full Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name/Registered Agent]  
[Company Name, if applicable]  
[Address]

**RE: Notice of Harassment and Formal Demand for Settlement**

Dear [Recipient Name],

This letter serves as formal notice regarding the continuous and unlawful harassment I have been subjected to by [Name of Individual(s) or Entity]. These actions have created a hostile environment and have resulted in significant [emotional/physical/financial] distress.

**Description of Misconduct:**

The harassment includes, but is not limited to, the following incidents:

- [Date/Time]: [Detailed description of specific incident]
- [Date/Time]: [Detailed description of specific incident]
- [Date/Time]: [Detailed description of specific incident]

**Legal Basis:**

The aforementioned conduct violates [mention specific laws, e.g., Title VII of the Civil Rights Act, state harassment laws, or specific company policies]. I have maintained detailed records, including [emails/witness statements/recordings], which substantiate these claims.

**Settlement Demand:**

I am prepared to resolve this matter without further litigation provided we can reach an amicable settlement. In exchange for a full release of all claims, I am demanding the following:

1. Immediate and permanent cessation of all harassing contact and behavior.
2. A monetary payment in the amount of \$[Amount].
3. [Optional: Specific action such as a letter of recommendation or policy change].

**Deadline:**

Please provide a written response to this demand by [Date, typically 10-14 days]. If no response is received by this time, I will be forced to pursue further legal action, which may include filing a formal complaint with the [EEOC/relevant government agency] or initiating a civil lawsuit.

I look forward to your prompt attention to this serious matter.

Sincerely,

[Your Signature]

[Your Printed Name]