

Dear

I write to complain about conduct, which I believe amounts to unlawful sexual harassment under the *Equal Opportunity Act 1984 (SA)* in the area of

Background

Desired outcome

I request that you provide me with a written response to this letter within 14 days. If I do not hear from you within that time, then I will consider lodging a formal complaint with the Office of the Commissioner for Equal Opportunity (SA).

Should you wish to discuss this further, you can contact me via

Regards,