

Date: [Insert Date]

To: [Recipient Name/HR Department/Management]

Company Name: [Insert Your Company Name]

Subject: URGENT: Formal Grievance Regarding Harassment by Bank Recovery Agents

Dear [Name of Supervisor or HR Manager],

I am writing to formally report a serious matter concerning ongoing harassment I am experiencing at our workplace from third-party recovery agents representing [Name of Bank/Financial Institution].

Despite this being a private financial matter, these agents have been repeatedly contacting the office, calling my colleagues, and appearing at the business premises without authorization. Their actions include:

- [Describe specific incident, e.g., making multiple calls to the reception desk]
- [Describe specific incident, e.g., using threatening language toward staff]
- [Describe specific incident, e.g., arriving at the office and causing a public disturbance]

This behavior is creating a hostile work environment, causing me severe emotional distress, and disrupting the productivity of the team. I wish to clarify that I have not authorized these agents to contact me at my place of employment, nor have I provided the company's contact details for this purpose.

I am taking the necessary legal steps to address this with the bank directly. However, I kindly request the company's support in the following ways:

- Instructing security or reception to deny these individuals entry or access to internal lines.
- Maintaining a log of any unauthorized calls or visits for my legal records.
- Ensuring my privacy is protected regarding this matter.

I value my position at [Company Name] and deeply regret that this external situation has spilled into the workplace. I am committed to resolving this immediately to ensure no further disruptions occur.

Please let me know if you require any further information or a formal meeting to discuss this matter.

Sincerely,

[Your Full Name]

[Your Employee ID/Department]

[Your Phone Number]