

June 25, 20XX

Mr. Eager:

Six days ago, you commented on my arms and shoulders, and told me I would probably look "dazzling" and "extremely inviting" in a halter neck dress. Then you asked me to meet you after hours for a drink. I told you I was not interested in a social relationship and that I would prefer that you not comment about my body and clothing.

This morning, you brushed up against me as we passed in the hallway, and said that you were "eager to see more of me." Again you asked me to meet you in the Lurid Lounge at 6 p.m, adding "when your boyfriend won't be around."

Your persistent comments on my clothing and requests to meet socially are upsetting to me and I have told you they are unwelcome. I want our relationship to be purely professional, as it was during the first five months I came to the University.

We obviously need to continue a professional relationship, so I hope that you will respect my request by modifying your behavior towards me. If not, I will consult the Sexual Harassment Policy Office for help in addressing my concern.

Sincerely,
Xxxxxxx