[Your Name]

Managing Director

International Business Management (IBM)

Date

**RE:** [SUBJECT]

Dear Mr. /Mrs. XYZ,

This is to bring in your kind attention that Mr. James continuous lame jokes about me are creating hindrance in my work performance. I had earlier tried to resolve the matter in peaceful terms but unfortunately, things did not end up well. Moreover, he has started using abusive language as well. This has made me upset a lot. I request you to please intervene in the matter and devise a solution to my problem. Thanking in anticipation.

Sincerely,

ABC

Email. abcd@gmail.com