

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Board/Agency Name]

[Board/Agency Address]

[City, State, Zip Code]

Subject: Complaint Regarding Unprofessional Conduct

Dear [Recipient's Name],

I am writing to formally file a complaint against [Professional's Name], who holds a [specific professional license] under the jurisdiction of [Board/Agency Name]. My complaint pertains to their unprofessional conduct observed on [specific date] at [location or context of the incident].

During this encounter, I witnessed the following unprofessional behaviors: [briefly list specific instances of unprofessional conduct]. This behavior is not only unbecoming of a licensed professional but also detrimental to the standards of our profession.

As a concerned member of the community/profession, I believe it is crucial to address this matter to uphold the integrity of our profession. I kindly request that this complaint be investigated and appropriate action be taken.

Attached are any relevant documents or evidence supporting my complaint.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]