

Letter of Appeal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for a resolution regarding a recent experience I had with a member of your staff that I found to be quite distressing.

On [insert date of incident], I interacted with [staff member's name or title] during [briefly describe the context, e.g., a service encounter, a meeting, etc.]. Unfortunately, I found their demeanor to be unkind and not in line with the exceptional customer service standards I have come to expect from [Company/Organization Name]. This experience left me feeling [describe your feelings, e.g., disheartened, frustrated, etc.].

I believe that it is essential for your team to embody the values that [Company/Organization Name] stands for, and I felt it was my duty to bring this matter to your attention. My intention is not merely to complain, but to seek a resolution that ensures future interactions uphold the high standards that your brand is known for.

I appreciate your attention to this matter and look forward to your response. Thank you for considering my appeal.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]