

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Formal Complaint Regarding Rude Staff Interaction

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with an interaction I had with a member of your staff on [date of incident]. During my visit to [location or department], I encountered [staff member's name or "a staff member"], who behaved in a manner that I found to be rude and unprofessional.

Specifically, [describe the incident in detail, including what was said, actions taken, etc.]. This behavior not only made me feel uncomfortable but also affected my experience with your company.

I believe that customer service is a critical aspect of any business, and I was disappointed with the level of service I received. I hope you will take this matter seriously and address the behavior of the staff member involved to ensure that other customers do not have a similar experience.

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

Sincerely,

[Your Name]