

Request for Review of Unprofessional Conduct

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Organization's Name]
[Insert Organization's Address]

Dear [Recipient's Name],

I am writing to formally request a review of an incident involving unprofessional conduct by a member of your staff, [Insert Staff Member's Name], which took place on [Insert Date of Incident]. As a [Insert Your Position/Relation to the Organization], I believe it is important to address this matter promptly to uphold the standards of professionalism and integrity within your organization.

On the aforementioned date, I experienced [briefly describe the incident, including specific details and examples of unprofessional conduct]. This behavior was not only concerning but also led to [mention any consequences or impact the behavior had].

I kindly ask that this matter be investigated, and appropriate actions be taken to ensure that such conduct is addressed. It is essential for staff to maintain a high standard of professionalism, as it directly affects the reputation of your organization.

Thank you for your attention to this serious matter. I hope to hear from you soon regarding the steps that will be taken to address this issue.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]
[Your Address]