

Complaint Regarding Unprofessional Behavior

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the unprofessional behavior exhibited by your staff during my recent visit on [date of incident].

On that occasion, I encountered [describe the behavior or incident briefly], which I found to be completely unacceptable given the standards I expect from [Company's Name].

This experience not only made me feel [describe your feelings, e.g., uncomfortable, disrespected] but also reflected poorly on your establishment's reputation.

I believe it is essential for you to address this issue to ensure that it does not happen again to me or to any other customers in the future.

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

Sincerely,

[Your Name]