

Formal Complaint Regarding Staff Unprofessionalism

[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]

Dear [Manager's Name],

I am writing to formally express my concern regarding the unprofessional behavior of your staff member, [Staff Member's Name], during my recent visit on [Date of Incident].

During my time at your establishment, I experienced [describe specific incidents, including details about the behavior and its impact]. This left me feeling [express your feelings about the situation].

I believe that this conduct does not align with the standards of professionalism that your organization advocates. I urge you to address this matter promptly to prevent similar occurrences in the future.

Thank you for your attention to this serious issue. I look forward to your response.

Sincerely,

[Your Name]