

# Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my grievance regarding the disrespectful treatment I received from one of your customer service representatives on [insert date of incident].

During my interaction, I was made to feel [describe specific feelings: belittled, dismissed, etc.], and the representative [briefly describe the behavior: raised their voice, was sarcastic, etc.]. This is not the level of service I expect from [Company Name].

I believe that all customers deserve to be treated with respect and courtesy, and I hope that you will address this matter appropriately to ensure that future interactions are more positive.

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

Sincerely,

[Your Name]