

Notification of Discourteous Service Interaction

Dear [Manager's Name],

I am writing to formally notify you about an incident that occurred on [Date] involving one of your team members at [Location/Department].

During my interaction with [Employee's Name], I experienced a level of service that I found to be discourteous and unprofessional. Specifically, [briefly describe the incident, e.g., the employee's tone or behavior that was inappropriate].

I believe that customer service is paramount and such interactions can greatly affect the reputation of your establishment. I hope that you will take appropriate measures to address this issue and ensure better experiences for future customers.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]