

Complaint Letter Regarding Staff Behavior

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the behavior of your staff during my recent interaction with your security team on [insert date of incident].

On that day, I encountered [describe the situation briefly, including specific behaviors that were inappropriate, unprofessional, or concerning]. This behavior is unacceptable and does not align with the standards I expect from a reputable security company.

I request that you investigate this matter and take appropriate action. I believe it is vital for your team to maintain professionalism to ensure the safety and comfort of all clients.

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

Sincerely,

[Your Name]