

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my dissatisfaction regarding the recent actions of staff members at [Company Name]. On [specific date], I observed an incident where [describe the unpermitted actions of the staff].

This behavior not only contradicts the established protocols but also has raised concerns regarding [mention any implications, e.g., safety, professionalism, etc.]. As a valued customer, I believe it is crucial for your staff to adhere to company policies to maintain a positive environment.

I expect that you will address this matter promptly to ensure that similar actions do not occur in the future. I appreciate your attention to this matter and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]