

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my concern regarding an incident that occurred on [date] at [location]. I feel that the behavior exhibited by [individual's name or title] was disrespectful and unprofessional.

During the interaction, [describe the specific behavior or incident]. This experience left me feeling [describe your feelings, e.g., undervalued, disrespected], and I believe it reflects poorly on [company/organization].

I am hopeful that steps will be taken to address this behavior, as it is crucial for maintaining a respectful and professional environment. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,
[Your Name]