

Grievance Regarding Gym Staff Conduct

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient Name]
[Gym Name]
[Gym Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to formally express my grievance regarding an incident involving the conduct of a staff member at [Gym Name] on [Date of Incident]. I believe the behavior exhibited by the staff member was unprofessional and unacceptable.

On the aforementioned date, I experienced [describe incident in detail, including what happened, any witnesses, and the impact it had on you].

I have always valued my membership at [Gym Name] and the commitment to a welcoming and respectful environment. However, this incident has left me feeling [describe your feelings and any consequences you experienced].

I kindly request that you investigate this matter and take appropriate action to ensure that such behavior does not occur in the future. I would appreciate a prompt response regarding how this matter will be addressed.

Thank you for your attention to this important issue. I look forward to your reply.

Sincerely,
[Your Name]