

Complaint Letter

Date: [Insert Date]

To,

[Recipient Name]

[Position]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding the unprofessional behavior I encountered during my recent visit to [Location/Department] on [Date of Incident].

During my visit, I observed the following unprofessional conduct:

[Describe the specific behaviors or incidents you experienced, including details such as time, date, and the nature of the offense.]

This behavior not only undermines the integrity of your service but also negatively impacts the experience of those seeking assistance. It is imperative that public service employees uphold a standard of professionalism that reflects positively on the organization.

I urge you to address this issue to prevent similar incidents in the future. I look forward to your response regarding the actions you plan to take to rectify this situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]