

Formal Complaint Regarding Employee Misconduct

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the conduct of one of your employees, [Employee's Name], who is employed as [Employee's Position]. This incident occurred on [Date] at [Location].

During my interaction with [Employee's Name], I experienced [describe the misconduct]. This behavior was unprofessional and does not align with the standards of service I expect from [Company's Name].

I believe it is crucial for management to address this issue to ensure that other customers do not experience similar misconduct in the future. I kindly request that you investigate this matter and take appropriate action to rectify the situation.

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

Sincerely,
[Your Name]