

Complaint Regarding Unprofessional Staff Behavior

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about the unprofessional behavior exhibited by [Staff Member's Name] during my visit on [Date of Incident]. I was taken aback by their demeanor and the way they handled my concerns regarding [specific issue].

During my interaction, [describe specific behavior or incident]. This not only made me feel uncomfortable but also reflects poorly on your establishment.

I believe that proper customer service training and emphasis on professionalism is crucial. I hope that you will take my concerns seriously and address this matter appropriately.

Thank you for taking the time to consider my complaint. I look forward to your prompt response to resolve this issue.

Sincerely,

[Your Name]