

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally complain about the unprofessional behavior displayed by your staff on [specific date].

During my visit to [location or event], I encountered [describe the incident briefly, including the staff member's name if known, and specifics of the behavior]. This behavior was not only unprofessional but also disappointing, considering the reputation of your establishment.

I believe that all customers should be treated with respect and courtesy, and my experience did not meet these expectations. I kindly request that you investigate this matter and take appropriate action to ensure that such behavior is addressed and does not happen again.

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

Sincerely,

[Your Name]