

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Formal Complaint Regarding Lack of Professionalism**

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the level of professionalism exhibited by [Employee's Name] during my recent interaction on [specific date].

During this interaction, [describe the specific incident and the behavior that was unprofessional, including any relevant details]. This type of behavior does not align with the standards I expect from your organization.

I believe that all customers deserve to be treated with respect and courtesy, and I was quite taken aback by the unprofessional conduct displayed by [Employee's Name]. I trust that you will take this matter seriously and address it accordingly.

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

Sincerely,

[Your Name]