

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the customer service I received at your establishment on [specific date]. During my visit, I encountered staff member [staff member's name or description], who was extremely rude and unhelpful.

Despite my attempts to address my concerns, I was met with dismissive and condescending behavior that left me feeling undervalued as a customer. Such treatment is unacceptable and does not reflect the level of service I expected from [Company Name].

I urge you to address this issue with your staff to ensure that future customers do not experience similar treatment. I believe proper training and customer service etiquette can significantly enhance the overall experience at your establishment.

Thank you for taking the time to address this matter. I look forward to your prompt response.

Sincerely,

[Your Name]