

# Official Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Title]

[Department/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the conduct of [Public Servant's Name], [Title/Position of the Public Servant], during an interaction that took place on [Date of Incident].

During this encounter, I observed the following behaviors that I believe were unprofessional and inappropriate: [Describe the conduct/incident in detail, including specific actions, language used, and any witnesses if applicable].

As a result of this incident, I felt [explain how it affected you, any negative consequences, and why it is important to address this issue].

I respectfully request that this matter be investigated promptly and that appropriate actions be taken to address this situation. I believe that public servants should uphold the highest standards of conduct, and addressing this issue is vital to restoring public trust.

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

Sincerely,

[Your Name]