

Formal Complaint Regarding Security Personnel Misconduct

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company/Organization Name
Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally address an incident involving the conduct of security personnel at [location] on [date]. I believe this situation warrants your immediate attention.

During my visit, I encountered [describe the incident briefly, including what happened, the personnel involved, and the impact of their behavior]. This behavior was not only unprofessional but also concerning for the safety and comfort of individuals present.

I request that this matter be investigated thoroughly and that appropriate actions be taken to ensure it does not recur. I believe that maintaining a safe environment is a priority, and the actions of your security staff should reflect this commitment.

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

Sincerely,
[Your Name]