

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

Date: [Insert Date]

To Whom It May Concern,  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Official Grievance Against Security Team Behavior

Dear [Recipient's Name],

I am writing to formally file a grievance regarding an incident involving the security team on [date of incident] at [location of incident].

During my visit, I experienced behavior from the security personnel that I found to be unprofessional and unacceptable. Specifically, [describe the incident in detail, including any inappropriate comments or actions].

This behavior not only made me feel uncomfortable but also raised concerns regarding the manner in which security personnel are trained to handle situations involving the public.

I believe it is crucial for [Company/Organization Name] to ensure that all staff, especially those tasked with security, are held to high standards of conduct. I request that this matter be investigated and appropriate action taken to prevent future occurrences.

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

Sincerely,  
[Your Name]