

Letter of Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the unprofessional behavior exhibited by your staff during my recent visit to [Location/Department] on [Date of Incident].

During my interaction, I encountered [describe specific incident, e.g., rudeness, lack of assistance, inappropriate comments]. This type of behavior is unacceptable and reflects poorly on your establishment.

I trust that you will take my complaint seriously and address the situation accordingly. I look forward to your prompt response and a resolution to this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]