

# Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally lodge a complaint regarding the unprofessional attitudes exhibited by your staff on [insert date of incident]. During my visit to [location or department], I encountered [briefly describe the incident or behavior].

This experience was not only disappointing but also unacceptable, as it does not reflect the standards I expect from your establishment. I believe that every customer deserves to be treated with respect and courtesy.

I kindly request that you look into this matter and take appropriate actions to ensure that other customers do not experience similar behavior in the future. Thank you for your attention to this issue.

Sincerely,

[Your Name]