

Formal Complaint Letter

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

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

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the level of professionalism I experienced during my recent visit to your establishment on [date of service].

Despite my high expectations based on your company's reputation, I encountered several issues that fell below industry standards. Specifically, [briefly describe the incident or behavior that demonstrates inadequate professionalism, e.g., staff rudeness, lack of assistance, etc.].

This experience was not only disappointing but also left me feeling undervalued as a customer. I believe that maintaining professionalism is crucial to customer satisfaction and loyalty.

I hope that you will take my complaint seriously and implement necessary measures to ensure that such incidents do not occur in the future. I look forward to your prompt response regarding this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]