

# 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 complain about an incident that occurred on [date] involving one of your employees at [location]. During my visit, I was subjected to rude and unprofessional behavior from [Employee's Name or "an employee"], which was completely unexpected and unacceptable.

[Describe the incident in detail, including what was said or done by the employee. Include any relevant context to support your complaint.]

I believe that such behavior does not align with the values and standards of your company. As a customer, I expect to be treated with respect and courtesy at all times.

I would appreciate it if you could address this matter and ensure that appropriate actions are taken to prevent future occurrences. Thank you for your attention to this serious issue. I look forward to your prompt response.

Sincerely,  
[Your Name]