

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Disrespectful Behavior

Dear [Recipient's Name],

I am writing to formally address a concern regarding the disrespectful behavior exhibited by [Staff Member's Name/Title] during my recent visit to [Location/Service Date] on [Date].

During my interaction, I encountered a situation where [describe the disrespectful behavior briefly]. This left me feeling [describe your feelings, e.g., disrespected, uncomfortable]. As a [customer/client/patient], I believe that it is essential for staff to maintain professionalism and courtesy while dealing with individuals.

I kindly request that you investigate this matter and ensure that necessary actions are taken to prevent such occurrences in the future. I believe that addressing these issues will benefit both the staff and your clients.

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

Sincerely,

[Your Name]