

Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Formal Grievance Regarding Lack of Professionalism in Service

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the unsatisfactory level of professionalism I experienced during my recent interaction with [Company's Name] on [specific date].

During my visit/call, I encountered [describe the specific issue or incident, the unprofessional behavior you experienced, and any relevant details that provide context]. This experience fell significantly short of the standards I expect from your establishment and has led to my disappointment.

I believe that professionalism is crucial in ensuring customer satisfaction and loyalty. Therefore, I kindly urge you to look into this matter and take the necessary actions to ensure that such incidents do not recur in the future.

Thank you for your attention to this matter. I look forward to your prompt reply and a resolution to my grievance.

Sincerely,

[Your Name]