

Grievance Letter

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the poor conduct I experienced from one of your service representatives on [date of incident].

During my interaction with [Representative's Name or Description], I encountered [describe the specific issues or behaviors, e.g., rudeness, unprofessionalism, lack of assistance]. This incident not only left me feeling disrespected but also resulted in [mention any inconvenience caused].

I believe that such behavior is unacceptable and goes against the standards of customer service that [Company's Name] prides itself on. I hope that you take this matter seriously and ensure that appropriate actions are taken to address this issue.

I look forward to your prompt response regarding my grievance and any actions that will be implemented to prevent similar issues in the future.

Thank you for your attention to this matter.

Sincerely,

[Your Name]