

Formal Complaint Against Unprofessional Behavior

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Insurance Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the unprofessional behavior exhibited by [Broker's Name] during my recent interactions concerning my insurance policy.

On [specific date(s)], I experienced a series of encounters that I found to be both unprofessional and unacceptable. Specifically, [briefly outline the incidents, including dates and details].

Such conduct has caused me significant inconvenience and has raised serious doubts about the level of service provided by your company. I expect a professional standard in all business dealings, and I was disappointed by the behavior exhibited.

I would like to request a thorough investigation into this matter and a response to this complaint by [insert a deadline for response]. I appreciate your attention to this serious issue and look forward to hearing from you soon.

Sincerely,

[Your Name]