

# Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

[Company Name]

[Company Address]

[City, State, Zip Code]

I am writing to formally complain about the unacceptable actions of one of your drivers on [insert date and time] during my recent experience with [specify service].

While using your service, I encountered a situation where the driver [describe the unacceptable actions, e.g., driving recklessly, being rude, refusing to follow directions, etc.]. This behavior was not only unprofessional but also made me feel unsafe.

As a loyal customer, I expect a higher standard of service and conduct from your employees. I urge you to investigate this matter and take appropriate actions to ensure that such incidents do not happen in the future.

Thank you for addressing this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]