

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a concerning incident involving one of your drivers, [Driver's Name], which occurred on [Date of Incident]. During this event, [describe the specific unprofessional behavior observed, e.g., reckless driving, rude behavior].

This behavior not only raises concerns about the safety and reliability of your services but also reflects poorly on your company's reputation. I believe it is essential for your team to be made aware of such incidents to ensure that they do not happen in the future.

I trust that you will take this matter seriously and take appropriate action in addressing this situation. Thank you for your attention to this issue. I look forward to your response.

Sincerely,

[Your Name]