

Formal Report on Unsatisfactory Driver's Conduct

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Formal Report on Unsatisfactory Conduct of Driver [Driver's Name]

Dear [Recipient Name],

I am writing to formally report an incident involving driver [Driver's Name] that occurred on [insert date of incident]. This report aims to outline the unsatisfactory conduct observed during this event.

Details of the Incident:

- Date and Time: [Insert Date and Time]
- Location: [Insert Location]
- Description of Conduct: [Provide a detailed description of the unsatisfactory behavior, e.g., reckless driving, failure to follow traffic rules, etc.]
- Witnesses: [List any witnesses, if applicable]

Given the nature of this conduct, I believe it is imperative that appropriate actions are taken to address this matter to ensure the safety and well-being of all passengers and staff.

Thank you for your attention to this serious issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]