

Formal Complaint Regarding Unprofessional Conduct

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally complain about the unprofessional conduct I experienced from [Agent's Name], a real estate agent associated with [Real Estate Agency Name], on [insert dates of interaction].

During my interactions with [Agent's Name], I encountered the following issues:

- [Describe specific behavior or incident]
- [Describe another specific behavior or incident]
- [Continue listing any relevant points]

This conduct has not only been disappointing but has also hindered my ability to make informed decisions regarding my real estate needs. As a client, I expected to receive professional guidance and support, which was unfortunately lacking.

I urge you to address this matter promptly and ensure that proper conduct is maintained by your agents in the future. I look forward to your response regarding this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]