

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding [Store Manager's Name], the store manager at [Store Name], for a breach of company policy that occurred on [specific date].

[Briefly describe the incident, including details of the policy that was breached and any relevant information that supports your claim.]

I believe this behavior is not in alignment with the values of [Company Name] and undermines the trust customers have in the management of this store.

I request that this matter be investigated further and appropriate measures taken to address this issue. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]