

Formal Complaint Against Store Manager

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally complain about the poor customer service I experienced at [Store Name] on [Insert Date of Incident]. As a loyal customer, I was disappointed by the treatment I received from your staff, particularly [specific details about the store manager or employee involved, if applicable].

During my visit, [describe the incident briefly, focusing on the aspects of poor service such as rudeness, lack of assistance, etc.]. This experience not only affected my shopping experience but also left me feeling undervalued as a customer.

It is my hope that you take this complaint seriously and address the issues within your team, as all customers deserve respect and courteous service. I look forward to your prompt response regarding this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]