

Formal Complaint Letter

Your Name

Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Manager's Name

Store Name
Store Address
City, State, ZIP Code

Dear [Manager's Name],

I am writing to formally express my concerns regarding several safety hazards I have observed at [Store Name]. As a frequent customer and a member of the community, I believe it is crucial to address these issues to ensure the safety of all patrons and staff.

Specifically, I have noticed the following hazards:

- [Description of Hazard 1]
- [Description of Hazard 2]
- [Description of Hazard 3]

These issues pose a significant risk and could result in accidents or injuries if not promptly addressed. I urge you to take immediate action to rectify these hazards and ensure a safe shopping environment for all.

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

Sincerely,
[Your Name]