

Formal Complaint Against Store Manager

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Store Name]

[Store Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally express my complaint regarding the unprofessional behavior exhibited by the store manager, [Store Manager's Name], during my recent visit to [Store Name] on [Date of Incident].

During my visit, I experienced [describe the specific incident, including what was said or done, and how it made you feel]. This behavior was not only unprofessional but also quite distressing, and I believe it reflects poorly on the store and its management.

I have always valued [Store Name] for its commitment to customer service, but this incident has prompted me to share my concerns. I kindly request that appropriate measures be taken to address this matter and ensure that such behavior does not occur in the future.

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

Sincerely,

[Your Name]