

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Office of the State Department

Department Address

City, State, ZIP Code

Subject: Formal Complaint Regarding Staff Conduct

Dear [Recipient's Name],

I am writing to formally lodge a complaint against the conduct of [Staff Member's Name or Title] during my recent visit to [specific location or event] on [date].

During my interaction with [Staff Member's Name], I experienced [describe the inappropriate behavior or incident in detail]. This behavior is concerning and does not align with the standards expected from the State Department staff.

I believe it is crucial for the Department to maintain professionalism and uphold the highest standards of conduct. I kindly request that this complaint be investigated and appropriate action taken to address the matter.

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

Sincerely,

Your Name