**To Date:**

The manager,

Company name,

Company address.

**From**

Customer name,

Customer address.

Sub: Complaint letter against unprofessional behaviour of your employee.

Respected Sir/Madam,

I,**[your name]** writing this to complain about **[person name]** working in your company in **[department]** as a **[destination**]. This happened when I visited your **[shop/store/office/factory]** on **[date]** at **[time]**.

He/she is very rude and unprofessional with customers like me, which is bringing negative impression about your company.

I hope you will take the necessary action about this issue.

Regards,

Your name.