**To  Date:**

The Manager/Supervisor,

Company name,

Company address.

Sub: Complaint letter for unprofessional treatment.

Respected Sir/Madam,

My name is **[your name]** would like to inform you about the unprofessional behaviour of **[employee name)** working at your company as **[designation]**. This incident happened on **[date]** at **[time]** in your **[shop/store/office/factory]** .

When I asked him/her for a small help about your product/service he replied impolitely and made some vulgar comments. He/she doesn’t have any concern towards your customers.

I and my friends were totally dissatisfied with this issue and we do not want to visit your **[shop/store/office/factory]** until you take appropriate action.

Regards,

Your name.