**To  Date:**

The Manager/Supervisor,

Company name,

Company address.

Sub: Complaint letter.

Dear Sir/Madam,

This letter is regarding the unprofessional behaviour of one of your employees working as a \_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_ department. I don’t know the name of the employee but this incident happened today at \_\_\_\_ am/pm

He didn’t answer my queries regarding your product or service and was incredibly careless about his/her job.  After seeing him being so rude I cancelled my purchase.

I hope you will take the necessary actions.

Thanking you.

Sincerely,

Your name.

Mobile no.