

[Your Name]
[Your Position, if applicable]
[Your Department]
[Date]

[Manager's Name]
[Manager's Title]
[Company/Organization Name]

Subject: Concern Regarding Staff Member's Rude Tone During Recent Interaction

Dear [Manager's Name],

I am writing to bring to your attention an incident that occurred on [date] involving [staff member's name or position], whose tone during our recent interaction was, regrettably, quite rude and unprofessional. Specifically, during our conversation regarding [briefly describe the context or subject of the interaction], I felt that their responses were discourteous and dismissive, which made the situation uncomfortable and difficult to resolve constructively.

I believe that maintaining respectful and courteous communication is essential for a positive work environment. Such behavior not only affects morale but can also impact overall productivity and team dynamics.

I kindly request that you look into this matter and take appropriate steps to address the situation. I am hopeful that with your intervention, we can reinforce our standards of professional conduct and ensure that similar incidents are prevented in the future.

Thank you for your attention to this matter. Please let me know if you require any further details.

Sincerely,
[Your Name]