

Complaint Letter Template: Unhelpful Staff Attitude

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name or Customer Service Department]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Subject: Complaint Regarding Unhelpful Staff Attitude

Dear [Manager's Name/To Whom It May Concern],

I am writing to formally bring to your attention my recent unsatisfactory experience at [location/branch name, if applicable] on [date]. During my visit/interaction, I encountered an unhelpful and unprofessional attitude from a staff member, [staff member's name or description if known], which left me disappointed and dissatisfied with the level of service provided.

Specifically, [describe the incident(s) in detail, including what was said or done]. This behavior was unhelpful and did not meet the standards of customer service that I expect from [company/organization name]. As a result, I felt [describe the impact on you-for example, frustrated, disrespected, or inconvenienced].

I kindly request that you address this matter by [state your desired resolution, e.g., providing additional staff training, issuing an apology, or other appropriate action]. I believe taking these steps will improve the customer experience and prevent similar issues in the future.

I look forward to your prompt response to this matter. Please feel free to contact me at [your phone number or email address] if you require any additional details regarding my complaint.

Thank you for your attention.

Sincerely,

[Your Name]