

## Sample Complaint Letter for Unprofessional Email Communication

Your Name  
Your Position  
Department (if applicable)  
Company Name  
Company Address  
City, State ZIP Code  
Email Address  
Date

Recipient's Name  
Recipient's Position  
Department (if applicable)  
Company Name  
Company Address  
City, State ZIP Code

Dear [Recipient's Name],

I am writing to formally address a concern regarding the tone and content of some recent email communications between us. On [specific date or dates], I received emails from you that I believe did not meet the standard of professionalism and respect expected in our workplace. Specifically, [briefly mention specific examples or phrases, if necessary].

While I understand that misunderstandings can occur in written communication, I felt that the language and tone used were inappropriate and could potentially impact the collaborative and respectful environment we strive for.

I kindly request that we both ensure our future correspondence remains professional and courteous to foster a positive and effective working relationship. Open and respectful communication is fundamental for our team's productivity and morale.

I appreciate your attention to this matter and am confident we can move forward with improved communication. Please feel free to reach out if you would like to discuss this further.

Sincerely,  
[Your Name]