

Unprofessional Behavior Sample Letter of Complaint for Verbal Abuse

[Your Name]
[Your Address]
[Date]

[Recipient's Name]
[Their Position]
[Company/Organization Name]
[Company Address]

Dear [Recipient's Name],

I am writing to formally report instances of verbal abuse that I have experienced in [context, e.g., the workplace].

On [dates], I was subjected to [specific abusive language or behavior] by [abuser's name]. These incidents occurred at [locations] and were witnessed by [names, if applicable].

This behavior has [describe impact, e.g., created a hostile work environment, affected mental well-being]. I have previously [mention any previous attempts to resolve the issue].

I am seeking [state desired outcome, e.g., a formal investigation, mediation]. I believe that addressing this issue is crucial for maintaining a respectful and professional environment.

Thank you for your attention to this serious matter. I am willing to discuss this further and provide additional information if necessary.

Sincerely,

[Your Name]