Your Company Name  
Street Address City, ST ZIP Code

Date

Recipient Name

Title

Dear Recipient Name:

A customer complaint has been filed against you. On Friday, 23rd July, you have been reported to have misbehaved with one of our walk-in customers. Other sales representatives present at that time have also testified about the incident.

You must write an apology letter to the client right away. Be very careful while interacting with the customers in the future and treat them with the utmost respect. Another complaint about your behavior will result in your immediate suspension or termination.

Sincerely,

Your Name

Title