**To**

**[The Recipient Name]  
[Business Name]**

**Subject: Complaint about the rude behavior of clerk [NAME] at [X].**

Dear Sir,

I hope you will be fine. I am sending you this complaint letter against your office clerk's rude behavior. My son is a professional boxer and has been representing his club for the last two years. After announcing the youth festival program by the ministry of sports, my son insisted that he would also participate in the upcoming boxing tournament. A registration form was needed in this regard.

I took a short leave from my workplace yesterday and reached your office at 10 a.m. I requested your clerk to give me the registration form, but he responded very rudely. I want you to know that I have become a victim of your clerks' rudeness which is very sad.

As I entered your office premises, I noticed your clerk was busy gossiping with someone on a cell phone. Since I had taken a short from my office, I requested him to provide me with the registration form as soon as possible. He replied harshly and told me to come after 30 minutes. I was angry, but I couldn't say to my nerves, and we went there for 30 minutes with patience.

When I visited his office after 30 minutes, I was surprised to know that your clerk had gone to his home. The painful thing was that he left all the curies of customers unresolved and left the office before 3 hours of closing time. This thing made me very annoyed.

Dear Sir, I request you to take severe action against this act of negligence. You represent a trustworthy government organization, but the persons like your clerk defame its name. This kind of rudeness is unacceptable, and such rotten eggs should be discarded as soon as possible.

Apart from it, I also request you to train your clerical staff on how to deal with the customers before their induction. It will be beneficial for you in the future as well.

For now, I am keeping this matter to myself only. If I notice the same level of embarrassment in your office, the complaint will be sent to the highest authorities, and in that case, you must be ready to face the consequences.

Sincerely,

[Your Name]  
[Address]