

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Against Security Officer

I am writing to formally address an incident involving one of your security officers, [Officer's Name/Description], that occurred on [Date] at [Location]. I believe it is crucial for you to be informed about this matter to ensure the professionalism and effectiveness of your security team.

[Provide a detailed description of the incident, including what happened, any witnesses, and how it made you feel. Keep the tone professional and factual.]

I trust that you will take appropriate action regarding this situation. I would appreciate a response to this letter outlining how you intend to address my concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]