

Formal Complaint Regarding Unprofessional Delivery Staff

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally complain about the unprofessional behavior of the delivery staff during my recent order placed on [Insert Order Date] with your company.

On [Insert Delivery Date], the delivery personnel arrived at my residence at [Insert Time] and exhibited a lack of courtesy and professionalism. Specifically, [provide details of the incident, e.g., rudeness, failure to follow instructions, etc.]. This experience was disappointing and not what I expect from a reputable company like yours.

I believe it is essential for delivery staff to maintain a professional demeanor as they represent your brand. It is my hope that you will address this issue to prevent similar occurrences in the future.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]