

# Sample Complaint Letter to Manager about Rude Delivery Staff

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to bring to your attention a recent experience I had with one of your delivery staff members. On [date], I received a delivery from your company at my address. Unfortunately, the delivery staff member who handled the delivery was extremely rude and unprofessional.

Specifically, the staff member [briefly describe the behavior-e.g., spoke in a disrespectful tone, refused to answer questions, or acted impatiently]. This conduct made me feel uncomfortable and disrespected as a customer.

As a valued customer, I was disappointed by this experience, as it does not reflect the high standards I have come to expect from your company. I believe that professional and courteous service should be a priority in all customer interactions.

I kindly request that you look into this matter and take the appropriate action to ensure that such incidents do not occur in the future. I hope this feedback will help improve your service and maintain a positive relationship with your customers.

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

Sincerely,  
[Your Name]