

Letter of Complaint Regarding Production Delay

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding the delay in the production of [specific item or order number], which was due to be completed by [original due date].

As per our agreement, I was expecting to receive the completed order by the said date; however, I was recently informed that the production has been delayed until [new estimated completion date]. This delay is causing significant disruptions to my operations, as I had planned to incorporate the order into my activities within the agreed timeline.

I would appreciate it if you could provide me with a detailed explanation regarding the cause of this delay and the steps being taken to expedite the production process. Furthermore, I would like to request compensation for the inconveniences caused by this situation.

I look forward to your prompt response to this matter.

Sincerely,
[Your Name]