

Complaint Regarding Shipment Delay

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the recent delay in the shipment of my order, [Order Number], which was scheduled to arrive on [Original Delivery Date]. As of today, [Current Date], I have yet to receive my shipment, and this delay has caused significant inconvenience.

I expected timely delivery based on our agreement, and I would appreciate an explanation for the delay. Additionally, I would like to know the new expected delivery date and the steps you are taking to expedite the process.

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

Sincerely,

[Your Name]