

# Complaint Regarding Delivery Delay

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

Customer Service  
Company Name  
Company Address  
City, State, Zip Code

Dear Customer Service,

I am writing to formally complain about a delay in the delivery of my recent order (Order Number: [Insert Order Number]). The order was placed on [Insert Order Date] with a promised delivery date of [Insert Promised Delivery Date]. However, as of today, [Insert Today's Date], I have yet to receive my order.

This delay has caused significant inconvenience as I had planned to use the items for [briefly explain purpose, e.g., a special event, a project]. I have attempted to contact your support team on [insert dates of previous contact] but have not received a satisfactory response.

I kindly request an immediate update on the status of my order and an explanation for the delay. Furthermore, I expect a resolution to this issue as soon as possible.

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

Sincerely,  
[Your Name]