

# Complaint Regarding Order Processing Delay

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Manager's Name],

I am writing to formally express my dissatisfaction regarding the delay in processing my order (Order No: [Order Number]) placed on [Order Date]. As a loyal customer, I expected a timely delivery, and it is disappointing to experience this unexpected delay.

The order was initially scheduled for delivery on [Expected Delivery Date], and I have yet to receive any updates or communication regarding the reasons for the delay. This situation is causing inconvenience, and I believe it would be in the company's best interest to resolve this matter promptly.

I would appreciate your immediate attention to this issue and an update on the status of my order. Thank you for addressing this matter swiftly.

Sincerely,

[Your Name]