

# Claim for Missing Delivery

[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 lodge a claim regarding my order #[Order Number], which was placed on [Order Date]. According to the tracking information, the delivery was supposed to arrive on [Expected Delivery Date], but I have yet to receive it.

I have checked with my local delivery service, and they have provided no further information regarding the missing package. As this order was of significant importance, I request your assistance in resolving this matter promptly.

Please advise on the next steps towards either locating the package or processing a refund for the missing items. I look forward to your prompt response and resolution to this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]