

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my recent order (Order Number: [Order Number]), which I placed on [Order Date]. Unfortunately, the order has not yet been delivered, and I have not received any updates regarding its status.

Given the circumstances, I would like to understand the process for compensation for the missing order. Please provide me with any relevant information regarding this matter.

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

Sincerely,
[Your Name]