

Your Company Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

To: [Shipping Company Name]

[Shipping Company Address]

City, State, Zip Code

Subject: Dispute Regarding Drug Shipment Tracking

Dear [Shipping Company Contact Name],

I am writing to formally dispute the tracking information provided for our recent shipment of pharmaceutical products, tracking number [Insert Tracking Number]. According to the tracking updates, the shipment was scheduled to arrive on [Insert Scheduled Delivery Date]; however, we have not received the package as of today, [Insert Current Date].

This delay is causing significant impact to our operations, as these products are critical for our patients and customers. We kindly request an immediate investigation into the status of our shipment and a resolution to this matter.

Please provide us with an update at your earliest convenience. You may contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]