

Formal Complaint Regarding Lost Shipment

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip Code: [Your City, State, Zip]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

To:

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Complaint for Lost Shipment

Dear Sir/Madam,

I am writing to formally express my concern regarding a shipment that has been lost in transit. The details of the shipment are as follows:

- Tracking Number: [Tracking Number]
- Order Number: [Order Number]
- Date of Shipment: [Date of Shipment]
- Expected Delivery Date: [Expected Delivery Date]

Despite my repeated inquiries, I have not received any satisfactory information regarding the status of my shipment. This delay has caused significant inconvenience, and I expect prompt action to address this issue.

I request a full investigation into this matter and a timely update on the status of my lost shipment. Furthermore, I would appreciate any measures you can take to expedite the resolution.

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

Sincerely,

[Your Name]