

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

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

Dear [Recipient's Name],

Subject: Demand for Completion of Shipping Documentation

I am writing to formally demand the completion of the shipping documentation related to our order, [Order Number], which was scheduled for completion on [Original Date]. As of today, [Current Date], we have not received the necessary documents needed to proceed with the shipment.

The delay in receiving these documents is causing significant disruption to our operations. I kindly request that you expedite the completion and send the required documentation by [Deadline Date] to avoid further complications.

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

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]