

[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 am writing to formally complain about the poor shipping service I have experienced with your company. My order, #[Order Number], placed on [Order Date], was scheduled for delivery on [Expected Delivery Date]; however, it has yet to arrive, and I have not received any updates regarding its status.

This delay has caused significant inconvenience and disruption, as I rely on timely delivery for my commitments. I have attempted to reach your customer service team on multiple occasions, but my inquiries have not yielded any satisfactory responses.

I expect a prompt resolution to this matter. Kindly provide me with a detailed update on the status of my shipment and suitable compensation for the inconvenience caused.

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

Sincerely,

[Your Name]