

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to express my dissatisfaction regarding the delayed delivery of my recent order (Order Number: [Order Number]) placed on [Order Date]. The initial estimated delivery date was [Original Delivery Date], and it has yet to arrive.

This delay has caused significant inconvenience, as I had made plans based on the expected arrival of my order. I expect prompt communication in such cases and timely updates regarding my shipment. Unfortunately, I have not received any notification about the status of my order nor an explanation for the delay.

I kindly request that you provide me with an update on the status of my order and an estimated delivery date. I hope to see improved service moving forward as I value being a customer of your company.

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

Sincerely,

[Your Name]