

Subject: Concern Regarding Shipping Delays

[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 hope this message finds you well. I am writing to express my frustration regarding the delays I have experienced with my recent order #[Order Number] placed on [Order Date]. The expected delivery date has passed, and I have not received any updates on the status of my shipment.

As a loyal customer, I value the quality of your products. However, the lack of communication and the unforeseen delays have caused significant inconvenience for me. It is crucial for my plans that this order is delivered promptly, and I would appreciate any information you can provide regarding the current status and estimated delivery date.

Thank you for addressing this matter promptly. I look forward to your swift response.

Sincerely,
[Your Name]