

Inquiry Regarding Lost Shipment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about a shipment that appears to be lost. The tracking number for the shipment is [insert tracking number], and it was scheduled for delivery on [insert delivery date].

Despite multiple attempts to track the package, it has not been delivered, and the tracking status has not been updated. I would appreciate any information you can provide regarding the status of this shipment and any steps that can be taken to resolve this issue.

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

Sincerely,

[Your Name]