

Request for Resolution on Shipping Issues

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your assistance in resolving some shipping issues that I have encountered with my recent order [Order Number] placed on [Order Date].

Unfortunately, there have been delays/issues with the shipment that have caused inconvenience. Specifically, [briefly outline the issue - e.g., delayed delivery, incorrect items, damaged goods].

I kindly ask you to investigate this matter at your earliest convenience and provide a resolution. I appreciate your prompt attention to this issue and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]