Claim for Undelivered Item

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally claim the undelivered item from my recent shipment with order number [Insert Order Number]. The shipment was scheduled for delivery on [Insert Expected Delivery Date], but I have yet to receive it.

Details of the Shipment:

- Order Number: [Insert Order Number]
- Date of Order: [Insert Order Date]
- Shipping Address: [Insert Shipping Address]

I kindly request your immediate attention to this matter and a resolution regarding the missing item. Please provide me with an update on the status of my shipment at your earliest convenience.

Thank you for your prompt assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]