

# Complaint Letter for Item Not Delivered

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about the non-delivery of my order [Order Number] placed on [Order Date]. Despite receiving confirmation that my item would be delivered by [Expected Delivery Date], I have yet to receive the product.

This delay is unacceptable, and I would appreciate any information regarding the status of my order. I expect a prompt resolution to this matter, including either the immediate delivery of my item or a full refund.

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

Sincerely,

[Your Name]