Formal Claim for Absent Package

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally claim an absent package that was scheduled for delivery on [Delivery Date] but has not yet arrived. The tracking number for the shipment is [Tracking Number]. Despite my efforts to locate the package through your customer service, I have been unable to determine its whereabouts.

According to my records, the order was placed on [Order Date] and was confirmed by your system. The package was supposed to be delivered to [Delivery Address]. As the item has not been received, I would like to request an update on the status of my package and the next steps for resolving this issue.

I appreciate your immediate attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further details regarding this issue.

Thank you for your assistance.

Sincerely,

[Your Name]