

Non-Delivery Complaint

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Customer Service Department]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Complaint Regarding Non-Delivery of Essential Items

Dear [Customer Service Team/Specific Name],

I am writing to formally express my dissatisfaction regarding the non-delivery of essential items I ordered on [Order Date] under the order number [Order Number]. The items, which include [list essential items], were scheduled for delivery on [Scheduled Delivery Date].

Despite my repeated attempts to inquire about the status of my order, I have yet to receive a satisfactory response. This delay is causing me significant inconvenience as these are essential items.

I kindly request you to investigate this matter and provide me with an update on the status of my order. Additionally, I would appreciate your prompt action in ensuring the delivery of these items at the earliest possible date.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]