

Non-Delivery Complaint

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Customer Service Department

[Company Name]
[Company Address]
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally complain about the non-delivery of my order, which was due to arrive on [Insert Expected Arrival Date]. My order number is [Insert Order Number]. Despite the tracking information provided, I have yet to receive my package as of today, [Insert Current Date].

The items ordered were for [mention purpose, e.g., a special occasion, urgent needs], and the delay has caused significant inconvenience. I kindly request an update regarding the status of my order and an estimate of when I can expect its delivery.

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

Sincerely,
[Your Name]