

# Non-Delivery Complaint for Misplaced Parcel

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Delivery Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding a misplaced parcel that was supposed to be delivered to me. The parcel, with tracking number [Insert Tracking Number], was scheduled for delivery on [Insert Delivery Date], but it has not arrived as of today's date.

Despite my attempts to track the parcel online and contacting your customer service, I have not received any satisfactory information regarding its whereabouts. This situation has caused me significant inconvenience, and I would appreciate your immediate attention to this matter.

I kindly request that you investigate this issue and provide me with an update as soon as possible. If the parcel cannot be located, I would like to know the process for filing a claim or obtaining a refund.

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

Sincerely,

[Your Name]