

# Non-Delivery Complaint

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Shipping Company Name]

[Shipping Company Address]

[City, State, Zip Code]

## **Subject: Complaint Regarding Non-Delivery of Package**

Dear Customer Service,

I am writing to formally complain about the non-delivery of my package that was scheduled for delivery on [Delivery Date]. The tracking number for this shipment is [Tracking Number].

Despite several attempts to track the status of my package through your website and customer service, I have been unable to obtain any information regarding its whereabouts. This delay has caused me considerable inconvenience.

I kindly request that you investigate this matter and provide me with an update as soon as possible. Additionally, I would appreciate information on how you plan to rectify this situation.

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

Sincerely,

[Your Name]