

Non-Delivery Complaint for Subscription Service

To Whom It May Concern,

I am writing to formally raise a complaint regarding the non-delivery of my subscription service. My account details are as follows:

- Name: [Your Name]
- Subscription Service: [Service Name]
- Account Number: [Your Account Number]
- Subscription Start Date: [Start Date]

I have not received my expected subscription package since [Expected Delivery Date]. I have checked with my local postal service and they have confirmed that there are no outstanding deliveries to my address.

I would appreciate it if you could investigate this matter urgently and provide me with an update on my subscription delivery status. Should my package be irretrievable, I request a full refund for my subscription.

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

Sincerely,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]