

Complaint Regarding Late Delivery Service

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Customer Service Team
[Company Name]
[Company Address]
City, State, ZIP Code

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with the delivery service provided by [Company Name]. My order, [Order Number], was scheduled to arrive on [Expected Delivery Date], but it has yet to be delivered as of today, [Current Date].

This delay has caused significant inconvenience, as I had planned an important event around the delivery of my order. I would appreciate an explanation for the delay and your plans to address this issue promptly.

Thank you for your attention to this matter. I look forward to your prompt response and resolution of my complaint.

Sincerely,
Your Name