

# Complaint Regarding Non-Receipt of Order

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally express my concern regarding my order (Order Number: [Insert Order Number]) placed on [Insert Order Date]. Despite the expected delivery date of [Insert Expected Delivery Date], I have yet to receive my order.

Given the circumstances, I kindly request an update regarding the status of my order. I would appreciate your prompt assistance in resolving this matter, as I have been looking forward to receiving the items I ordered.

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

Sincerely,

[Your Name]