

Letter of Complaint for Non-Receipt of Merchandise

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the non-receipt of merchandise I ordered on [Order Date] with the order number [Order Number]. Despite expecting delivery by [Expected Delivery Date], I have yet to receive the items.

Despite my attempts to track the shipment, I have not been able to obtain any updates regarding its current status. I would appreciate any assistance you can provide in resolving this issue as soon as possible.

Please let me know how you plan to address this matter. I look forward to your prompt response.

Thank you for your attention to this issue.

Sincerely,

[Your Name]