

Complaint Regarding Non-Receipt of Purchased Items

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[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 items I purchased from your store on [Insert Purchase Date]. The order number is [Insert Order Number]. According to the information provided, my items were supposed to arrive by [Insert Expected Delivery Date], but I have yet to receive them.

This delay is quite disappointing, especially considering that I counted on receiving these items on time. I kindly ask you to investigate this matter and provide me with an update on the status of my order. If my items cannot be delivered soon, I would appreciate a full refund of my purchase.

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

Sincerely,

[Your Name]