

Complaint Regarding Non-Receipt of Order

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to formally complain about the non-receipt of my retail order.

Order Number: [Your Order Number]

Order Date: [Order Date]

Despite receiving confirmation that my order was shipped on [Shipping Date], I have yet to receive the package as of today's date. I have checked with my local delivery service, and they do not have any records of the shipment being delivered to my address.

Please investigate this matter and let me know the status of my order. I would appreciate any assistance you can provide in resolving this issue promptly.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]