

Request for Resolution on Undelivered Item

Your Name

Your Address
City, State, ZIP Code
Email Address
Phone Number
Date: [Insert Date]

Recipient's Name

Company Name
Company Address
City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally request a resolution regarding an undelivered item that I ordered on [insert order date], with the order number [insert order number]. Despite receiving confirmation that my order had been shipped, I have yet to receive the item.

The details of my order are as follows:

- Order Number: [Insert Order Number]
- Order Date: [Insert Order Date]
- Item Description: [Insert Item Description]
- Shipping Address: [Insert Shipping Address]

I would appreciate your immediate attention to this matter and kindly request an update on the status of my order. If the item cannot be delivered promptly, I would like to know the options available for a refund or a replacement.

Thank you for your assistance in resolving this matter. I look forward to your prompt response.

Sincerely,
[Your Name]