

Complaint Regarding Delayed Deliveries

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Team

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally express my concern regarding the delayed deliveries I have experienced with my subscription service. My account number is [Your Account Number], and I have been a loyal customer since [Start Date of Subscription].

Over the past [Time Period], I have noticed that my orders have consistently arrived later than the promised delivery dates. This has caused significant inconvenience, as I rely on your service for [Explain Usage or Importance].

I request that you look into this matter promptly and provide a resolution. I would appreciate an update on the status of my orders and steps you will take to ensure timely deliveries in the future.

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

Sincerely,

[Your Name]