

Delivery Timeline Dispute Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally notify you of a dispute regarding the delivery timeline of our recent order #[Insert Order Number] placed on [Insert Order Date]. According to our agreement, we expected the delivery to occur by [Insert Expected Delivery Date]. However, as of today, [Insert Actual Delivery Date] has passed, and we have yet to receive the shipment.

We understand that delays can occur due to unforeseen circumstances, but we would like to request an explanation for the delay and a revised delivery timeline. Timely delivery is crucial for our operations, and we appreciate your immediate attention to this matter.

Thank you for your prompt response. We look forward to resolving this issue quickly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]