

Late Delivery Resolution Request

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address the issue regarding the late delivery of my order #[Insert Order Number], which was due on [Insert Due Date]. Unfortunately, the item has not yet arrived, and no updates have been provided.

As per our previous discussions, I would appreciate it if you could provide me with a status update on my order. Additionally, I would like to request a resolution for this delay, preferably in the form of expedited shipping or a discount for the inconvenience caused.

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

Best regards,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]