

# Complaint Regarding Delivery Schedule

Date: [Insert Date]

To,

Customer Service Team,  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally address an issue regarding the delivery schedule of my recent order [Order Number], placed on [Order Date]. The expected delivery date was [Expected Delivery Date], however, I was notified of a delay, and the new proposed delivery date is [New Proposed Date].

This delay has caused significant inconvenience as I had made arrangements based on the original delivery schedule. I would like to request an update on the status of my order and urge you to expedite the shipping process if possible.

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

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]