

Shipment Delay Grievance

Date: [Insert Date]

To,

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

Dear Customer Service Team,

I am writing to formally express my dissatisfaction regarding the delay in the shipment of my order, [Order Number], placed on [Order Date]. According to the tracking information, the expected delivery date was [Expected Delivery Date], yet I have not received my package as of today.

The delay has caused significant inconvenience for me, as [briefly explain why you need the shipment, e.g., it was a gift, for an event, etc.]. I have always appreciated your services in the past, which is why this experience has been particularly disappointing.

I kindly request an update on the status of my shipment and any compensation you might offer for this inconvenience. I look forward to your prompt response to resolve this matter.

Thank you for your attention to this issue.

Sincerely,

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