

# Complaint Regarding Order Processing Issue

**To:** Customer Service Team

**From:** [Your Name]

**Email:** [Your Email]

**Date:** [Current Date]

Dear Customer Service Team,

I am writing to bring to your attention an issue I have encountered with my recent order (Order ID: [Order ID]) placed on [Order Date]. Despite receiving confirmation of the order, it has not yet been processed and shipped.

I expected to receive updates regarding the shipping status, but I have not received any information. I kindly request your assistance in resolving this matter as soon as possible, as I need the items for [reason, e.g., an upcoming event].

Please let me know how you plan to address this issue and provide any necessary information regarding my order status.

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

Sincerely,

[Your Name]

[Your Phone Number]