

# Service Complaint: Delayed Postal Delivery

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, ZIP: [City, State, ZIP]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

Customer Service Department

Postal Service Company Name

Company Address

City, State, ZIP

Dear Customer Service Team,

I am writing to formally complain about the delayed delivery of my postal package (Tracking Number: [Tracking Number]). The delivery was originally scheduled for [Original Delivery Date], but as of today, it has yet to arrive.

This delay has caused significant inconvenience, as the package contains [Brief Description of Package Contents] that I needed by [Required Date]. I have already contacted customer support on [Previous Contact Dates] but have not received a satisfactory response.

I kindly request an immediate update on the status of my package and a resolution to this issue. I appreciate your attention to this matter and hope to hear from you soon.

Thank you for your assistance.

Sincerely,

[Your Name]