

Urgent Request for Missing Parcel

Date: [Insert Date]

To Whom It May Concern,

I am writing to urgently request assistance regarding a missing parcel that was scheduled for delivery on [Insert Delivery Date]. The tracking number for this parcel is [Insert Tracking Number]. Despite receiving confirmation of shipping, the parcel has not yet arrived.

Details of the Missing Parcel:

- Recipient Name: [Insert Recipient Name]
- Shipping Address: [Insert Full Address]
- Order Number: [Insert Order Number]

I kindly ask for your prompt attention to this matter and any information you could provide regarding the status of my shipment. It is critical for me to receive this parcel as soon as possible.

Thank you for your understanding and assistance. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]