

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Shipping Company Name]

[Shipping Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my dissatisfaction with the recent delay in the expedited shipping of our business supplies, notably order #[Order Number], which was scheduled for delivery on [Original Delivery Date].

Despite having paid for expedited shipping, our supplies have yet to arrive, causing disruptions to our operations and inconvenience to our team. We rely heavily on timely deliveries for our business functions and this delay is unacceptable.

I request you to investigate the matter promptly and provide us with an updated delivery schedule. We also expect compensation for the inconvenience caused.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]