

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company's 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 of expedited shipping for my recent electronics order, placed on [Order Date], with order number [Order Number]. According to the confirmation I received, my order was supposed to arrive by [Expected Delivery Date]. However, it has yet to be delivered.

As a customer who paid extra for expedited shipping, I expected a timely delivery. The delay has caused significant inconvenience, as I had made arrangements based on the anticipated arrival of the product.

I kindly request an update on the status of my shipment and an explanation for the delay. Additionally, I would appreciate compensation for the inconvenience caused.

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

Sincerely,

[Your Name]