

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service
[Shipping Company Name]
[Company Address]
City, State, Zip Code

Dear Customer Service,

I am writing to formally express my concern regarding a significant delay in the expedited shipping of my recent international order, order number [Order Number]. The package was scheduled to arrive on [Original Delivery Date], yet it has not arrived as of today, [Current Date].

This delay has caused considerable inconvenience, and I had made arrangements based on the expected delivery date. I understand that unforeseen circumstances can arise, but I kindly request an update on the status of my shipment and a resolution to this matter.

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

Sincerely,
[Your Name]