

Complaint Regarding Expedited Shipping Delay

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally express my dissatisfaction regarding the delay in the expedited shipping of my pre-ordered item, [Item Name/Order Number], which was scheduled for delivery on [Original Delivery Date]. As per the confirmation I received, I opted for expedited shipping to ensure a timely arrival.

Unfortunately, I have not yet received my item. This delay has caused significant inconvenience as I had planned for its use on [Mention any relevant date or event].

I kindly request an update on the status of my order and an explanation for the delay. Additionally, I would appreciate assurance that measures will be taken to expedite its arrival as promised.

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

Sincerely,

[Your Name]