

Request for Resolution on Undelivered Promotional Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a resolution regarding an undelivered promotional offer that I was expecting from [Company's Name]. I had placed an order on [Order Date], and my order number is [Order Number]. The promotional offer promised [brief description of the offer], which I was excited about.

Unfortunately, as of today, [Insert Date], I have not yet received the promotional offer, and I have not received any communication about a delay or a potential issue with my order. I kindly request your assistance in resolving this matter at your earliest convenience.

Please let me know if there are any forms or additional information you require from my side to expedite this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your help.

Sincerely,

[Your Name]