

Complaint Regarding International Shipping Delays

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Supplier Name
Supplier Address
City, State, Zip Code

Dear [Supplier Contact Name],

I am writing to formally express my concerns regarding the recent delays in international shipments from your company. We have experienced multiple instances of late deliveries, which have adversely affected our operations and customer satisfaction.

Specifically, our order [Order Number] placed on [Order Date] was scheduled for delivery on [Expected Delivery Date] but has yet to arrive. We have not received any updates on the status of this shipment, and this lack of communication is concerning.

We value our business relationship, but these shipping delays are untenable. I kindly ask that you provide a detailed explanation for these delays and the steps you are taking to resolve them moving forward.

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

Sincerely,
[Your Name]