

# **Service Complaint Regarding Delayed Delivery**

To Whom It May Concern,

I am writing to formally express my dissatisfaction with the delayed delivery of my recent order (Order Number: 12345), placed on [Order Date]. The expected delivery date was [Expected Delivery Date], but I have yet to receive my items.

This delay has caused considerable inconvenience, and I would appreciate an update on the status of my order and the reasons for the delay. I hope you can resolve this issue promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]