

# Letter of Appeal for Delivery Evidence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally appeal for the evidence of delivery regarding my recent order #[Insert Order Number]. On [Insert Delivery Date], I was expecting the delivery, but I have not received the package yet.

Despite reaching out to your customer support, I have not yet obtained sufficient information concerning the delivery status. I kindly request any available evidence of delivery--such as tracking information or a delivery receipt--to assist me in resolving this issue.

Thank you for your attention to this matter. I appreciate your prompt response and assistance.

Sincerely,

[Your Name]