

# Letter of Demand for Delivery Receipt

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the delivery receipt for the package that was sent on [Insert Date of Shipment]. According to our records, the package was to be delivered to [Delivery Address]. However, I have not yet received the delivery receipt confirming the successful delivery of said package.

Please provide the delivery receipt by [Insert Deadline], as it is crucial for my records. If the delivery has not yet been made, kindly inform me of the expected delivery date.

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

Sincerely,

[Your Name]