

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally complain about the late delivery of my order (Order Number: [Order Number]), which was due to arrive on [Original Delivery Date]. As of today, [Current Date], I have yet to receive the goods.

The delay has caused significant inconvenience, and I expected timely delivery as promised during the purchasing process. I would appreciate it if you could provide me with an update on the status of my order and an estimated delivery date.

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

Sincerely,  
[Your Name]