

# Letter of Concern

Date: [Insert Date]

To Whom It May Concern,

I am writing to express my concern regarding the unfulfilled delivery promises concerning my recent order (Order Number: [Insert Order Number]). Despite receiving multiple assurances regarding the delivery date, the items have yet to arrive.

This delay is impacting my operations, as I had planned around the expected delivery timeframe. I would appreciate any updates on the status of my order and a clear outline of when I can expect delivery.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]