

Formal Complaint Regarding Late Product Arrival

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

Customer Service
Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally complain about the delayed arrival of my recent order (Order Number: [Your Order Number]), which was supposed to arrive on [Original Delivery Date]. As of today, [Current Date], I have yet to receive the product, leading to significant inconvenience.

I placed my order on [Order Date], and your website indicated that the delivery would be completed within [Expected Delivery Timeframe]. However, this timeline has not been met, and I have not received any updates regarding the status of my shipment.

As a valued customer, I expect timely communication and service. I would appreciate it if you could provide me with an update on the status of my order and expedite its delivery to rectify this situation.

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

Sincerely,
[Your Name]