

# Grievance Letter for Shipment Delay

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my grievance regarding the delay in the shipment of my order #[Order Number], which was scheduled to arrive on [Original Delivery Date]. As of today, [Current Date], I have yet to receive the shipment.

This delay has caused significant inconvenience to me, as I had made arrangements based on the expected delivery date. I have attempted to contact your customer service team on multiple occasions, but my inquiries have not resulted in any satisfactory updates.

I would appreciate it if you could provide me with an immediate update on the status of my shipment and an estimated delivery date. Additionally, I would like to know what measures you are taking to prevent such delays in the future.

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

Sincerely,

[Your Name]