

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 hope this message finds you well. I am writing to request an explanation regarding the delay in the delivery of my recent order (Order Number: [Insert Order Number]), which was scheduled for delivery on [Insert Original Delivery Date].

As of today, I have not received my order, and I would appreciate any updates you can provide about the status of my shipment. Timely delivery is crucial for [mention any specific reasons if necessary], and I would like to understand the reasons behind this delay.

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

Sincerely,

[Your Name]