

[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 express my concern regarding the delayed arrival of my furniture order, which was scheduled for delivery on [original delivery date]. It has now been [number of days/weeks] past the expected date, and I have yet to receive any updates on the status of my order.

As a valued customer, I believe it is important to keep your clients informed. I would appreciate any information regarding the delay and an updated delivery timeline. Additionally, I would like to know what measures are being taken to resolve this issue and ensure future deliveries are timely.

Thank you for your attention to this matter. I look forward to hearing back from you soon.

Sincerely,

[Your Name]