

Formal Complaint Regarding Late Furniture Shipment

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 express my dissatisfaction regarding the delayed shipment of my furniture order, which was placed on [Order Date]. According to the initial agreement, my order was scheduled to be delivered by [Original Delivery Date].

As of today, [Current Date], I have yet to receive my shipment, and I have not been provided with any satisfactory explanation or updated timeline for delivery. This delay has caused considerable inconvenience, as I had made arrangements in anticipation of the delivery.

I kindly request an immediate update on the status of my order and an estimated delivery date. Additionally, I would appreciate information on how your company intends to address this issue and prevent it from occurring in the future.

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

Sincerely,
[Your Name]