

Notification of Missing Furniture Delivery

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your recent furniture order, placed on [Insert Order Date], has not been delivered as scheduled on [Insert Expected Delivery Date].

We understand the importance of timely delivery and are currently investigating the reason for the delay. Please be assured that we are doing everything possible to resolve this issue and will keep you updated with any developments.

If you have any questions or require immediate assistance, please do not hesitate to contact us at [Insert Contact Information].

We appreciate your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]