

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my urgent concern regarding the delay in the delivery of my furniture order (Order #[Insert Order Number]), which was scheduled for delivery on [Insert Delivery Date].

As you are aware, I have been eagerly awaiting this delivery, which is crucial for my [mention any specific reason, e.g., home setup, event, etc.]. The delay is causing significant inconvenience, and I request immediate clarification and action regarding this matter.

Please provide an updated delivery date as soon as possible, and inform me of any issues that may be affecting the timely delivery of my order.

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

Sincerely,

[Your Name]