

Grievance Submission Letter

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

I am writing to formally submit a grievance regarding an issue I experienced with my recent order (Order Number: [Insert Order Number]) placed on [Insert Order Date]. The expected delivery date was [Insert Expected Delivery Date], but as of today, I have yet to receive the item.

Despite my efforts to contact your customer service team on [Insert Dates Contacted], I have not received a satisfactory resolution or update regarding the status of my order.

This delay has caused significant inconvenience, and I believe it is essential to address this matter promptly. I kindly request a full explanation for the delay, along with a concrete timeline for delivery. Additionally, I would appreciate information regarding any compensation you may offer for this inconvenience.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]