

Complaint Letter Regarding Transport Delays

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Transport Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concerns regarding the recent transport delays that have been affecting our business operations. As you know, timely delivery of goods is crucial for our company, and the ongoing delays have significantly impacted our ability to meet client demands and maintain our business relationships.

We have experienced [specific examples of delays], which have resulted in [describe the consequences, e.g., lost sales, unhappy customers]. This situation is not sustainable, and we urge you to address these issues promptly to prevent further disruptions.

I would appreciate a detailed response regarding the measures you plan to take to resolve these delays and enhance your service reliability. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]