

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 Team,

I am writing to formally express my dissatisfaction with the delay in shipping of my recent order (Order Number: [insert order number]), which was placed on [insert order date]. According to the tracking information, my package was scheduled to arrive on [insert expected delivery date], but it has yet to be delivered.

This delay is causing significant inconvenience as I had planned to use the product for [insert reason]. I expected better service based on your company's reputation and previous experiences.

I kindly request an update on the status of my order and an estimated delivery date. Additionally, I would appreciate any measures you can take to expedite the shipping process.

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

Sincerely,  
[Your Name]