

Complaint Regarding Late Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding the late arrival of my recent order, [Order Number], placed on [Order Date]. The expected delivery date was [Expected Delivery Date], yet the order has not been received as of today, [Current Date].

This delay has caused me considerable inconvenience, as I was relying on the timely arrival of this delivery for [mention any specific reasons, if applicable]. I have made several attempts to inquire about the status of my order, but I have not received satisfactory responses.

I kindly request you to provide an explanation for the delay and the current status of my order. Furthermore, I would appreciate it if you could expedite the shipping process to ensure that my order arrives as soon as possible.

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

Sincerely,

[Your Name]