

Complaint Regarding Transportation Delay

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the recent delay in the delivery of my order, [Order Number], which was scheduled for delivery on [Original Delivery Date]. As of today, [Current Date], I have yet to receive my shipment.

This delay has caused significant inconvenience, as I had made arrangements based on the promised delivery date. I expected better communication regarding this issue and would appreciate an update on the status of my order.

Please let me know how you plan to address this situation. I hope to receive my order promptly and would like assurance that measures will be taken to prevent such occurrences in the future.

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

Sincerely,

[Your Name]