

Complaint Letter for Failure to Deliver Goods

[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 regarding the failure to deliver goods as promised in our recent transaction. On [order date], I placed an order for [description of goods] with an expected delivery date of [promised delivery date]. However, as of today, [actual date], I have yet to receive the items.

This delay has caused me considerable inconvenience as I was relying on these goods for [explain why you needed the goods]. I have attempted to contact your customer service department on [dates of contact attempts], but have not received a satisfactory response.

I kindly request that you investigate this matter and provide me with an update on my order status. If the goods are no longer available, I would appreciate a full refund at your earliest convenience.

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

Sincerely,
[Your Name]