

Complaint Regarding Service Delays

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the service delays I have encountered with your delivery services. On [insert date], I placed an order for [describe the item] which was scheduled for delivery on [insert expected delivery date]. To my dismay, the package has not yet arrived, and I have not received any updates regarding its status.

This delay has caused significant inconvenience as I had planned for the item's arrival by [mention consequence or reason for urgency]. I have attempted to reach your customer service on multiple occasions but have not received adequate assistance or a satisfactory explanation for this delay.

I kindly request that you investigate this matter and provide me with an update on the status of my delivery. Furthermore, I would appreciate any assurances you can provide to prevent such delays in the future.

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

Sincerely,

[Your Name]