

Complaint Regarding Service Delays for Online Orders

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Date: [Date]

Customer Service Department
[Company Name]
[Company Address]

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with the service I have received regarding my recent online order (Order Number: [Order Number]) placed on [Order Date].

Despite being given a delivery estimate of [Estimated Delivery Date], my order has yet to be received, and there has been no communication regarding any changes or delays. This lack of timely service is unacceptable and has caused significant inconvenience.

I kindly request an update on the status of my order, as well as an explanation of the reasons for this delay. I hope to see a resolution to this matter at your earliest convenience.

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

Sincerely,
[Your Name]