

Letter of Concern Over Delayed Shipments

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my concern regarding the recent delays in shipments we have been experiencing with our orders.

The delays have significantly impacted our ability to meet our customer demands and maintain our service standards. We value our partnership and would appreciate your prompt attention to this matter.

Could you please provide an update on the status of the pending shipments and any measures being taken to resolve these delays? Your assistance in expediting the process would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]