

Grievance Letter Regarding Shipment Timing Issues

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 grievance regarding the recent shipment issues I have experienced with my order #[Order Number]. The order was scheduled to arrive on [Original Delivery Date] but has not yet been received as of [Current Date]. This delay has caused significant inconvenience and disruption.

Despite my attempts to reach out for updates, I have not received satisfactory responses or resolutions. I expected timely delivery based on our agreement, and this experience has not met my expectations as a valued customer.

I kindly request a thorough investigation into this matter and a prompt resolution. Furthermore, I would appreciate any information regarding the current status of my shipment and an estimated delivery date. Your immediate attention to this issue will be greatly appreciated.

Thank you for your prompt attention to this matter.

Sincerely,
Your Name