

Complaint Regarding Lost Shipment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Transportation Service Provider's Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding a shipment that I entrusted to your transportation services which has been lost.

Shipment Details:

- Tracking Number: [Insert Tracking Number]
- Date of Shipment: [Insert Shipment Date]
- Origin: [Insert Origin Location]
- Destination: [Insert Destination Location]

Despite numerous attempts to obtain information regarding the status of my shipment, I have not received satisfactory assistance. This situation has caused significant inconvenience and I expect timely resolution and compensation as per your policy.

Please investigate this matter and provide updates on the status of my shipment at your earliest convenience. You can reach me at [Your Phone Number] or [Your Email Address]. I look forward to your prompt response.

Sincerely,

[Your Name]