

# Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the delay in the delivery of my recent cross-border freight shipment, [Tracking Number], which was scheduled to arrive on [Original Delivery Date].

As of today, [Current Date], the shipment is significantly overdue, and I have not received any updates regarding its status. This delay is causing considerable disruption to my business operations, as the items are crucial for [Explain the reason - e.g., a project, inventory restock, etc.].

I kindly request that you provide an immediate update on the situation, including the reasons for the delay and an estimated delivery date. Additionally, I expect a resolution regarding any inconvenience caused, as outlined in your service policy.

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

Sincerely,

[Your Name]