

Transportation Service Complaint Letter

Date: [Insert Date]

To,

Customer Service Department
[Transportation Company Name]
[Company Address]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally complain about the delay in the delivery of my shipment (Tracking Number: [Insert Tracking Number]), which was scheduled to arrive on [Insert Scheduled Delivery Date]. As of today, it has been [Insert Number of Days Delayed] days late.

This delay has caused significant inconvenience as I needed the items for [briefly explain reason, e.g., an important event or business requirement]. I have attempted to contact your customer service multiple times but have not received a satisfactory explanation or resolution.

I kindly request that you provide an update on the status of my shipment and an estimated delivery date. Furthermore, I would appreciate any compensation for the inconvenience caused due to this delay.

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

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]