

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to express my concern regarding the delay in the delivery of my magazine subscription, [Magazine Name], which I have not received for the past [number of weeks/months].

The expected delivery date was [insert date], and I was eagerly looking forward to receiving my issues on time. Unfortunately, this delay has been quite disappointing and has affected my reading schedule.

I kindly request that you look into this matter and provide an update on the status of my subscription. I appreciate your attention to this issue, and I hope to resolve this situation promptly.

Thank you for your assistance.

Sincerely,

[Your Name]