

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

[Recipient's Name]
[Magazine Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request clarification regarding an issue I have encountered with the delivery of my subscription to [Magazine Name]. I noticed that my latest issue, expected on [Expected Delivery Date], has not yet arrived.

My subscription details are as follows:
Subscription ID: [Your Subscription ID]
Start Date: [Your Start Date]

I would appreciate it if you could provide me with information on the status of my delivery, as well as any potential reasons for the delay. Your assistance in resolving this matter would be greatly appreciated.

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

Best regards,

[Your Name]