

Urgent Request for Shipment Delay Resolution

Date: [Insert Date]

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

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding the shipment delay of [specific shipment details or order number], which was scheduled for delivery on [original delivery date]. As of today, we have not received the shipment, and this delay is causing significant disruption to our operations.

Given the urgency of this matter, I kindly request your immediate attention to resolve this issue. Please provide me with an update on the current status of the shipment and the expected delivery date as soon as possible.

Your prompt response will be greatly appreciated as it will help us mitigate further operational challenges. Thank you for your understanding and support in this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]