

Complaint Resolution Letter for Delayed Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address my concern regarding the delayed delivery of my order #[Order Number], which was scheduled to arrive on [Original Delivery Date]. As of today, it has been [Number of Days] days past the due date, and I have yet to receive any updates regarding the status of my package.

This delay has put me in a difficult position, as I had made arrangements based on the expected delivery date. I kindly request that you provide me with an update on my order's status and the reason for this delay.

In light of the inconvenience caused, I would appreciate any compensation or solution your company can offer to rectify this situation.

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

Sincerely,

[Your Name]