

# Complaint Letter for Missing Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally complain about a missing delivery associated with my recent order ([Order Number]), which was placed on [Order Date]. Despite receiving confirmation that my order was shipped on [Shipping Date], I have yet to receive the package as of today, [Current Date].

I have checked with my local delivery service and they have no record of the package being delivered. This situation is quite disappointing as I was counting on receiving the items by now.

I kindly request your assistance in locating my missing delivery and providing me with an update at your earliest convenience. Additionally, I would appreciate any steps you can take to expedite this matter.

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

Sincerely,

[Your Name]