

Inquiry Regarding Lost Package

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my package with tracking number [Tracking Number], which was supposed to be delivered on [Expected Delivery Date]. Unfortunately, it has not yet arrived.

I have checked the tracking information, and it indicates that the package was last seen at [Last Known Location]. I would appreciate it if you could provide any updates regarding its whereabouts or any steps I should take to resolve this issue.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]