

Report for Delayed or Lost Order

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Report on Delayed/Lost Order #[Order Number]

Dear [Recipient's Name],

I am writing to inform you about the issue concerning the order #[Order Number] placed on [Order Date]. Unfortunately, we have not yet received the order, and the expected delivery date has passed.

Order Details:

- Order Number: [Order Number]
- Order Date: [Order Date]
- Expected Delivery Date: [Expected Delivery Date]
- Items Ordered: [List of Items]

We have contacted our shipping partners, but there has been no update regarding the status of the shipment. As this delay impacts our operations, I would appreciate your assistance in resolving this matter promptly.

Please let us know the current status of the order and any possible next steps. Thank you for your attention to this urgent matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]