

Request for Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request your assistance regarding a shipment that appears to be lost. The shipment, originally sent on [insert date], was supposed to arrive at my address, but as of today, it has not been received.

Details of the shipment are as follows:

- Tracking Number: [Insert Tracking Number]
- Order Number: [Insert Order Number]
- Shipping Date: [Insert Shipping Date]

I would appreciate your prompt attention to this matter and any assistance you can provide in locating the shipment. If you require any additional information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]