

Subject: Complaint Regarding Overdue Shipment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding an overdue shipment that I ordered on [insert date of order]. The order number is [insert order number]. According to the tracking information provided, the shipment was expected to arrive on [insert expected delivery date], but as of today, [insert date], I have yet to receive my order.

This delay is causing significant inconvenience, and I would appreciate it if you could provide me with an update regarding the status of my shipment. Please let me know when I can expect to receive my order.

I look forward to your prompt response to this matter.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]