

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Concern Regarding Late Delivery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding the delayed delivery of my order [Order Number] placed on [Order Date]. According to the initial agreement, the expected delivery date was [Original Delivery Date]. As of today, I have yet to receive my order.

This delay has caused significant inconvenience, and I would appreciate an update on the status of my order. If there are any issues or additional information required from my side, please let me know.

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

Sincerely,

[Your Name]