

Shipment Delay Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally express my grievance regarding the delay in the shipment of my order, [Order Number], which was scheduled to arrive on [Original Delivery Date]. As of today, [Current Date], the shipment has not yet been delivered.

This delay has caused significant inconvenience, as I relied on the timely arrival of this shipment for [briefly explain the impact of the delay]. I have attempted to contact your customer service multiple times but have not received satisfactory answers regarding the status of my order.

I kindly request an update on my shipment, including the new estimated delivery date and an explanation for this delay. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]