Claim for Undelivered Merchandise

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally claim for merchandise that was ordered on [Order Date] but has not yet been delivered. The order confirmation number is [Order Confirmation Number].

Despite contacting your customer service on multiple occasions regarding this matter, I have not received any satisfactory updates about the delivery status.

Please investigate this issue and provide me with a resolution at your earliest convenience. I would appreciate a prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]