

# Grievance Letter

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]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding an order I placed on [Insert Order Date] with order number [Insert Order Number]. As of today, [Insert Current Date], I have yet to receive the items I ordered.

Despite my attempts to contact your customer service department on [Insert Contact Dates], I have not received a satisfactory response concerning the status of my order. This delay is increasingly frustrating, and I believe that as a customer, I deserve to receive timely updates regarding my purchase.

I kindly request an immediate investigation into this matter and would appreciate a prompt resolution, either through the delivery of my order or a full refund of the purchase amount.

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

Sincerely,

[Your Name]