

Notification of Item Not Received

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you that the item with order number [Insert Order Number] which was expected to be delivered on [Insert Expected Delivery Date] has not been received as of today.

We would appreciate your assistance in tracking down the status of this shipment. Please let us know if there are any updates regarding its delivery or if further information is required from our end.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]