

Letter of Dissatisfaction Regarding Delayed Product Delivery

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number

Date

Company Name

Company Address
City, State, Zip Code

Dear [Customer Service/Manager Name],

I am writing to express my dissatisfaction regarding the delayed delivery of my order (Order Number: [insert order number]), which was supposed to arrive on [insert original delivery date]. As of today, [insert today's date], I have yet to receive the product.

This delay has caused significant inconvenience, and I had expected a more timely and reliable service based on your company's reputation. I kindly request an update on the status of my order and a resolution to this matter at your earliest convenience.

Please let me know how you plan to address this issue. I appreciate your prompt attention to this matter.

Sincerely,

[Your Name]