

# Formal Complaint Regarding Delayed Delivery

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

Customer Service Department  
[Company Name]  
[Company Address]  
City, State, Zip Code

Dear Sir/Madam,

I am writing to formally complain about the delayed delivery of my recent order (Order Number: [Insert Order Number]). I placed the order on [Insert Order Date], and the expected delivery date was [Insert Expected Delivery Date]. However, as of today, [Insert Current Date], I have yet to receive my order.

This delay has caused significant inconvenience, and I would appreciate your prompt attention to this matter. Please provide me with an update on the status of my order and when I can expect delivery.

Thank you for addressing this issue as soon as possible. I look forward to your prompt response.

Sincerely,  
[Your Name]