

Inquiry About Overdue Package Delivery

[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 hope this message finds you well. I am writing to inquire about the status of my package, which was scheduled for delivery on [original delivery date] but has not yet arrived.

The tracking number for the package is [tracking number]. I would appreciate any updates you can provide regarding the shipment's whereabouts and estimated delivery time.

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

Sincerely,

[Your Name]