

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I am writing to formally complain about the delayed delivery of my online order #[Order Number], which was supposed to arrive on [Original Delivery Date]. As of today, [Current Date], I have yet to receive my order, nor have I received any updates regarding its status.

I placed this order on [Order Date], and I was originally informed that it would be delivered within [Number of Days] days. However, the delay has caused me considerable inconvenience, and I expected more efficient service from your company.

I kindly request your immediate attention to this matter. Please provide me with an update on the status of my order and an estimated delivery date. I hope to hear back from you soon regarding my concern.

Thank you for your prompt assistance.

Sincerely,

[Your Name]