

## **Subject: Shipping Delay Complaint**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my concerns regarding a delay in the shipment of my recent order (Order ID: [Order ID]), placed on [Order Date].

According to the tracking information, my package was expected to arrive on [Original Delivery Date]. However, I have not yet received it and there have been no updates on its status for several days. This delay has caused considerable inconvenience, as I was relying on the timely delivery for [mention the reason, e.g., a special occasion].

I would appreciate it if you could provide me with an update on the status of my order and an estimated delivery date. Additionally, I would like to know what measures you are taking to prevent such issues in the future.

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

Sincerely,

[Your Name]

[Your Contact Information]