

Complaint Regarding Delayed Gift Delivery

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service

Company Name

Company Address

City, State, Zip Code

Dear Customer Service,

I am writing to formally express my dissatisfaction regarding the delayed delivery of my order placed on [Order Date], with order number [Order Number]. The gift was supposed to arrive by [Promised Delivery Date], but as of today, [Current Date], it has not been delivered.

This delay has caused significant inconvenience, as the gift was intended for [Occasion or Recipient Name]. I kindly ask for a prompt investigation into this matter and a resolution that includes either the immediate delivery of the item or compensation for the inconvenience caused.

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

Sincerely,

Your Name