

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the status of a gift delivery that I ordered on [Insert Order Date] with order number [Insert Order Number]. The package was scheduled to arrive by [Insert Expected Delivery Date], but unfortunately, it has not yet been received.

As this gift was intended for [Insert Occasion, e.g., a birthday, anniversary], I am quite concerned about its whereabouts. I would appreciate any assistance you can provide in tracking the shipment and resolving this matter.

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

Sincerely,

[Your Name]