

# Complaint Letter for Postal Service Delay

**Your Name**

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

**Customer Service Department**

Postal Service Company Name

Company Address

City, State, ZIP Code

Dear Customer Service Team,

I am writing to formally complain about the delay in the delivery of my package (Tracking Number: [Your Tracking Number]), which was scheduled to arrive on [Expected Delivery Date]. Unfortunately, it has still not been received, and I am extremely concerned about this issue.

This delay has caused significant inconvenience, as the package contains [brief description of contents or purpose]. I have relied on your service in the past and expected a timely delivery as promised.

I would appreciate it if you could provide me with an update regarding the status of my package and inform me of any steps being taken to resolve this issue. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]