Lost Package Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally report the loss of a package that was sent via your postal service.

Details of the package are as follows:

- Tracking Number: [Insert Tracking Number]
- Sender Name: [Insert Sender Name]
- Recipient Name: [Insert Recipient Name]
- Date of Shipment: [Insert Date of Shipment]
- Description of Package: [Insert Description]

Despite my efforts to track the package using your tracking system, I have been unable to locate it. I kindly request your assistance in resolving this matter as soon as possible.

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

Sincerely,

[Your Name]