

Your Name

Your Address

Your City, State, ZIP Code

Email Address

Phone Number

Date

Customer Service Department

Postal Service Company

Company Address

City, State, ZIP Code

Subject: Complaint Regarding Missed Delivery

Dear Customer Service,

I am writing to formally complain about a missed delivery that occurred on [insert delivery date] for the tracking number [insert tracking number]. Despite being home during the expected delivery window, I did not receive the package.

This package contained [brief description of the package], and its delay has caused significant inconvenience. I kindly request an investigation into this matter and an update on the status of my delivery.

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

Sincerely,

[Your Name]