

Undelivered Mail Query

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to inquire about a piece of mail that has not been delivered. The details are as follows:

Sender's Name: [Insert Sender's Name]

Recipient's Name: [Insert Recipient's Name]

Mail Tracking Number: [Insert Tracking Number]

Date of Dispatch: [Insert Date Sent]

Despite the sender's confirmation that the mail was sent, I have yet to receive it. I would appreciate your assistance in locating this mail and providing information on its status.

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

Sincerely,

[Your Name]