

Notification of Shipment Not Received

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that the shipment with tracking number [Insert Tracking Number], which was scheduled for delivery on [Insert Delivery Date], has not been received.

We understand the importance of this shipment and are currently investigating the matter. Please let us know if you have received any updates from the shipping provider.

We apologize for any inconvenience this may cause and appreciate your patience as we resolve this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]