

Search Request for Undelivered Package

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

To:

[Shipping Company Name]

[Shipping Company Address]

[Contact Person's Name]

[Contact Person's Position]

[Shipping Company Email/Phone]

Dear [Contact Person's Name],

I am writing to request assistance regarding an undelivered package that I ordered on [Order Date] with tracking number [Tracking Number]. Despite the expected delivery date being [Expected Delivery Date], I have yet to receive the package.

I would appreciate it if you could provide any updates on the status of this delivery. Details of the package are as follows:

- Order Number: [Order Number]
- Item Description: [Item Description]
- Shipping Address: [Your Shipping Address]

If necessary, please let me know if you require any further information to facilitate the search for my package.

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

Sincerely,

[Your Name]