

Delivery Dispute Letter

Date: [Insert Date]

Your Name: [Insert Your Name]

Address: [Insert Your Address]

City, State, ZIP: [Insert City, State, ZIP]

Email: [Insert Your Email]

Phone: [Insert Your Phone Number]

To Whom It May Concern,

I am writing to formally dispute a delivery issue concerning my recent shipment (Tracking Number: [Insert Tracking Number]) sent through your postal service on [Insert Send Date].

Upon tracking the package, I noticed that it has not been delivered and the status shows [Insert Current Status]. This has caused inconvenience as I was expecting the item to arrive by [Insert Expected Delivery Date].

I kindly request an investigation into the whereabouts of my package and an update as soon as possible. Please let me know if you need any further information to assist with this matter.

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

Sincerely,

[Your Name]