

Complaint About Delayed Shipment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally express my dissatisfaction with the delayed shipment of my recent order, [Order Number], which was scheduled to arrive on [Original Delivery Date].

As of today, I have yet to receive the package, nor have I received any communication regarding this delay. This has caused significant inconvenience as I had made plans based on the expected delivery.

I kindly request an update regarding the status of my shipment and an explanation for the delay. I believe it is important to ensure that customers are kept informed and supported when such issues arise.

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

Sincerely,

[Your Name]