

Feedback on Unsatisfactory Shipment Delay

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding the delay in the shipment of my recent order (Order No: [Insert Order Number]), which was due for delivery on [Insert Expected Delivery Date].

Unfortunately, I have not received the items as expected, and the delay has caused considerable inconvenience to my operations. The original timeline was crucial for my planning, and this setback has created a disruption in our scheduled activities.

I kindly request an update on the current status of my order and an explanation for the delay. Additionally, I would appreciate any steps being taken to expedite the shipment process to minimize further inconvenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]