

# Letter of Concern Regarding Shipment Delay

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address an ongoing concern regarding the delay in the shipment of our recent order, #[Order Number], placed on [Order Date]. According to the initial timeline provided, we were expecting delivery by [Expected Delivery Date], but as of today, we have yet to receive any updates.

This delay has caused [briefly mention impact, e.g., disruption in our operations, customer dissatisfaction, etc.], and we are eager to find a resolution. I kindly request an update on the current status of our shipment and an estimated delivery date, as well as any measures you may be taking to expedite its arrival.

We value our business relationship and hope to resolve this matter swiftly. Thank you for your attention to this urgent issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]