

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally express my complaint regarding the lack of delivery tracking information for my recent order (Order Number: [Order Number]) placed on [Order Date]. Despite multiple attempts to obtain the tracking details, I have not received any updates on its status.

As a customer, I expect timely and accurate information regarding my order's shipment. The absence of tracking information not only causes inconvenience but also affects my planning and expectations.

I kindly request a prompt resolution to this matter by providing me with the necessary tracking information or an update regarding my order's status. I appreciate your attention to this issue and look forward to your timely response.

Thank you for addressing my concerns.

Sincerely,

[Your Name]