

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concern regarding the frequent delivery errors I have experienced with your service over the past few months. Despite my attempts to resolve this issue informally, the situation has not improved, prompting me to address this matter more formally.

On several occasions, my packages have been delivered late, or to the wrong address. For instance, on [specific dates], the deliveries were either missing or incorrectly addressed, causing significant inconvenience.

As a loyal customer, I have always appreciated your service, but the ongoing delivery issues have been frustrating and have led to disruptions in my daily life. I kindly request your urgent attention to this matter to ensure that my future deliveries are executed smoothly.

Thank you for your attention to this pressing issue. I look forward to your prompt response and a resolution to these delivery errors.

Sincerely,
[Your Name]