

# Formal Complaint Regarding Missed Delivery Deadlines

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the missed delivery deadlines associated with my recent order, [Order Number], placed on [Order Date]. As per our agreement, the expected delivery date was [Expected Delivery Date], but I have yet to receive my order as of today, [Current Date].

This delay has caused significant inconvenience to my operations, and I had expected better service based on your company's reputation. I kindly request that you address this issue promptly and provide me with an updated delivery timeline.

I appreciate your attention to this matter and look forward to your swift response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]