

# Formal Complaint Regarding Unresponsive Delivery Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the delivery service I have recently experienced with your company. My order, #[Order Number], was scheduled for delivery on [Delivery Date], but as of today, [Current Date], I have not received my package.

I have attempted to reach your customer service team on multiple occasions, but my inquiries have gone unanswered. This lack of communication and response is concerning and unprofessional.

I kindly request that you investigate this matter and provide me with an update regarding my order status as soon as possible. I look forward to your prompt response to resolve this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]