

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 complain about the delayed delivery of my order, [Order Number], which was originally scheduled to arrive on [Original Delivery Date]. As of today, [Current Date], I have not yet received the package.

This delay is causing significant inconvenience, as I had made arrangements based on the promised delivery date. I have contacted your customer service team on several occasions, but unfortunately, no satisfactory explanation has been provided.

I kindly request that you look into this matter urgently and provide me with a status update regarding my delivery. Additionally, I would appreciate any compensation for the inconvenience caused.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]