

Formal Complaint Regarding Lost Package

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding a package that was supposed to be delivered on [insert delivery date], which has not yet arrived. The tracking number for this package is [insert tracking number].

Despite my repeated attempts to resolve this issue through your customer service channels, I have not received any satisfactory response or solution regarding the whereabouts of my package.

This situation has caused me significant inconvenience and I believe it is essential to address this issue promptly. I kindly request that you investigate this matter and provide me with an update on the status of my package as soon as possible.

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

Sincerely,

[Your Name]