

Formal Complaint Regarding Unsatisfactory Shipping Speed

[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 or Customer Service],

I am writing to formally express my dissatisfaction regarding the shipping speed of my recent order (Order Number: [Order Number]) placed on [Order Date].

According to your website, the estimated delivery time for my order was [Estimated Delivery Time]. However, it has now been [Number of Days] days since I placed my order, and I have yet to receive any updates on the status of my shipment.

As a loyal customer, I expected a higher standard of service, and this delay has caused me [explain any inconvenience caused]. I kindly request an explanation for this delay and a prompt update regarding my order's shipping status.

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

Sincerely,

[Your Name]