

Formal Complaint Regarding Delayed Postal Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Postal Service Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about the delayed postal service I have experienced over the past [insert timeframe]. My tracking number is [insert tracking number], and I have noticed that my mail has not arrived despite it being expected on [insert expected delivery date].

This delay has caused significant inconvenience, and I am concerned about the reliability of your services. I would appreciate it if you could provide me with an update regarding the status of my shipment and address the issues causing the delay.

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

Sincerely,

[Your Name]