

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 complain about the lack of tracking information regarding my recent order (Order Number: [Order Number]) placed on [Order Date]. Despite the anticipation of receiving timely updates, I have not received any communication or tracking data that would allow me to monitor the status of my shipment.

This situation has caused me considerable inconvenience, as I rely on prompt deliveries for my needs. I understand that unforeseen circumstances may arise; however, I believe it is essential for your company to provide customers with accurate and timely updates.

I kindly request that you look into this matter and provide me with the tracking information at your earliest convenience. Thank you for your immediate attention to this issue.

Sincerely,
[Your Name]