

Formal Complaint Regarding Lost Package

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about the loss of my package, which was scheduled for delivery on [Delivery Date]. The tracking number associated with this package is [Tracking Number].

Despite my efforts to locate the package through your customer service channels, I have not received a satisfactory response or resolution. I expect prompt action to investigate the matter and locate my missing package.

Enclosed are copies of the relevant documents, including the order confirmation and tracking information for your reference.

I appreciate your immediate attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]