

Formal Complaint Regarding Delayed Delivery Service

[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 express my dissatisfaction with the delayed delivery service I experienced with my recent order, [Order Number], placed on [Order Date]. The delivery was scheduled for [Original Delivery Date], but I have yet to receive my package as of today, [Current Date].

This delay has caused significant inconvenience, and I expected timely communication regarding any potential issues. I would appreciate it if you could provide me with an update on the status of my order and the steps you are taking to resolve this matter promptly.

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

Sincerely,
[Your Name]