

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Customer Service Department  
Company Name  
Company Address  
City, State, ZIP Code

Dear Customer Service Team,

I am writing to formally express my dissatisfaction regarding the inaccurate tracking information provided for my recent order (Order Number: 123456). Despite the expected delivery date having passed, I have not received my package, and the tracking status remains unclear.

This situation has caused me considerable inconvenience, and I have attempted to resolve it through your customer support channels without success. Therefore, I am reaching out in hopes of obtaining a correct status update on my order and a resolution to this matter.

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

Sincerely,  
Your Name