

Customer Service Team,

I hope this message finds you well. I am writing to inquire about a package that I ordered on [Order Date] with the tracking number [Tracking Number]. Unfortunately, it has not yet arrived, and it has been [number of days] days since the expected delivery date.

Could you please assist me in locating my package? I would appreciate any updates or information regarding its status.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]