

# Lost Shipment Investigation Request

**To:** Customer Service

**From:** [Your Name]

**Email:** [Your Email]

**Order Number:** [Order Number]

**Date:** [Date]

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Dear Customer Service Team,

I am writing to formally request an investigation regarding the lost shipment of my recent order placed on [Order Date]. I have not received the package, which was scheduled for delivery on [Delivery Date].

Details of the shipment are as follows:

- Order Number: [Order Number]
- Tracking Number: [Tracking Number]
- Item Description: [Item Description]
- Shipping Address: [Your Shipping Address]

Despite tracking the shipment, it appears to be stuck at [Last Known Location]. I would appreciate your assistance in locating the package and determining its status.

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

Sincerely,

[Your Name]