

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Shipping Provider's Name]

[Shipping Provider's Address]

[City, State, Zip Code]

Dear [Shipping Provider's Customer Service],

I am writing to follow up on my previous correspondence regarding the dispute related to package #[Tracking Number]. As mentioned in my prior letter, the package was either [lost/damaged/incorrectly delivered] on [Date of Incident].

Despite our previous communications, I have yet to receive a resolution or update on this matter. I kindly request a status update on my case and the steps being taken to address my concerns.

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

Sincerely,

[Your Name]