

Unreceived Package Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To whom it may concern,

I am writing to formally appeal regarding the unreceived package that was supposed to be delivered on [Insert Delivery Date]. The tracking number for the package is [Insert Tracking Number]. Despite my efforts to resolve this issue with the shipping company, I have not received the package nor any satisfactory explanation for its delay.

I kindly request your assistance in this matter to help me obtain the package or to process a refund for the items I purchased. I have attached any relevant documentation, including receipts and communication with the shipping company, for your review.

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

Sincerely,

[Your Name]