

Formal Complaint Letter for Delayed Shipment

[Your Name]
[Your Position, if applicable]
[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address Line 1]
[Supplier's Address Line 2]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Delayed Shipment – Order #[Order Number]

Dear [Supplier's Name],

I am writing to formally express my concern regarding the delayed delivery of our recent order (Order #[Order Number]), which was placed on [Order Date]. According to our agreement, the shipment was expected to arrive by [Agreed Delivery Date]; however, as of today, we have not yet received the goods.

The delay has significantly impacted our business operations, as we rely on timely deliveries to maintain our supply chain and meet our customers' expectations. The lack of communication regarding the status of our order has further exacerbated the situation, leaving us unable to make alternative arrangements in a timely manner.

I kindly request an immediate update on the status of our shipment and a clear explanation for the delay. Additionally, I would appreciate it if you could prioritize the processing and delivery of our order to minimize further disruption. If compensation or other remedial measures are available due to this delay, please inform us accordingly.

Please treat this matter as urgent and respond at your earliest convenience. We value our business relationship and hope to resolve this issue promptly.

Sincerely,
[Your Name]
[Your Position, if applicable]