

Formal Complaint Letter for Unfulfilled Delivery Timelines

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Formal Complaint Regarding Unfulfilled Delivery Timelines – Order #[Order Number]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the delay in delivery of my order #[Order Number], placed on [Order Date], with the expected delivery date of [Original Delivery Date]. As of today, I have not received the products/services, nor have I been given a satisfactory explanation for this delay.

The delay has caused significant inconvenience, disrupting my plans and expectations. I trusted your company to honor the agreed delivery timelines, which served as a basis for my purchase decision.

I kindly request the following:

- Immediate update on the status of my order, including a new and firm delivery date
- Explanation for the delay and assurance that such issues will not recur in the future
- Appropriate compensation or remedial measures for the inconvenience caused

Please treat this matter with urgency. I expect a prompt and satisfactory resolution. If I do not receive a response within [reasonable timeframe, e.g. 5 business days], I may be forced to consider alternative remedies.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]