

Formal Letter of Complaint for Late Delivery

A **formal letter of complaint for late delivery** is a professional communication sent to express dissatisfaction regarding a delayed shipment or service. It clearly states the issue, provides relevant order details, and requests prompt resolution or compensation. Below is a useful template to guide you.

Template

```
[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name/Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
Subject: Complaint Regarding Late Delivery of [Product/Order Name or Number]  
Dear [Recipient Name/Sir/Madam],  
I am writing to formally bring to your attention the issue of delayed delivery regarding my order ([order number/reference]), which was scheduled for delivery on [original delivery date]. This unexpected delay has caused significant inconvenience, as [briefly explain the impact, e.g., disruption to business operations, personal inconvenience, missed deadlines, etc.]. Given these circumstances, I kindly request that you [proposed resolution: deliver the order as soon as possible, provide compensation/discount, offer an apology, etc.]. I trust you will take appropriate action to resolve this matter promptly. Please respond to my complaint at your earliest convenience so that we can resolve this matter promptly. I look forward to your reply.  
Yours sincerely,  
[Your Name]
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Key Tips

- Be specific with dates, order numbers, and impacts.
- Maintain a professional and courteous tone.
- Attach supporting documents if necessary (such as order confirmations or previous correspondence).
- Keep a copy of the letter for your records.