

# Sample Complaint Letter for Delay in Delivery of Bulk Order

**Your Name**

**Your Company Name**

**Your Address**

**City, State, ZIP Code**

**Email Address**

**Phone Number**

**Date**

**Recipient Name**

**Supplier Company Name**

**Supplier Address**

**City, State, ZIP Code**

**Subject: Complaint Regarding Delay in Delivery of Bulk Order (Order No. [Order Number])**

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding the delay in the delivery of our bulk order (Order No. [Order Number]), placed on [Order Date]. The expected delivery date was [Expected Delivery Date]. However, the order has not been delivered as of today, causing considerable disruption to our business operations.

The untimely arrival of the shipment has affected our ability to fulfill our own customer commitments, resulting in financial losses and damaging our reputation. As a loyal customer, we rely on your prompt service and consistent delivery standards, which makes this delay particularly concerning.

Kindly provide a clear explanation for the delay and an updated delivery timeline at the earliest. We request you to expedite the processing and shipping of our order. Additionally, please inform us about any compensation or corrective measures you will take to mitigate the losses incurred due to this delay.

We value our business relationship and hope you will address this matter with the seriousness it deserves. Timely delivery is essential for the continuity of our business, and we expect immediate action on your part.

Thank you for your prompt attention to this important matter. Please respond by [Response Deadline Date].

Sincerely,

[Your Name]

[Your Job Title]

Your Company Name