

Complaint Letter Template for Delayed Delivery of Customized Goods

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

[Seller's Name or Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Complaint Regarding Delayed Delivery of Customized Goods (Order #[Order Number])

Dear [Seller's Name/Customer Service],

I am writing to formally express my dissatisfaction with the delayed delivery of my customized order, placed on [Order Date] with order number [Order Number]. The original delivery date provided was [Expected Delivery Date], but as of today, [Current Date], I have yet to receive the goods.

The order details are as follows:

- Product Description: [Brief description of customized goods]
- Order Number: [Order Number]
- Expected Delivery Date: [Expected Delivery Date]

The delay has caused significant inconvenience as I had planned to use the customized goods for [specific occasion/event or personal/professional reasons]. This setback has disrupted my plans and caused undue stress.

I kindly request that you provide an immediate update regarding the status of my order, a revised estimated delivery date, and the reasons for the delay. In light of the circumstances, I would also appreciate information on any possible compensation or steps being taken to expedite the fulfillment of my order.

I hope this matter can be resolved promptly. Please treat this complaint as a formal record of my concerns. I expect a response within [reasonable time frame, e.g., 3-5 business days].

Thank you for your immediate attention to this issue. I look forward to your prompt response and resolution.

Sincerely,
[Your Name]