

Complaint Letter Format for Late Courier Delivery

Below is a sample complaint letter that you can use to notify a courier company about a late delivery. Please fill in the specific details as required.

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date: [Insert Date]

To,

The Manager

[Courier Company Name]

[Company Address]

City, State, ZIP Code

Subject: Complaint Regarding Late Courier Delivery (Tracking ID: [Insert Tracking Number])

Dear Sir/Madam,

I am writing to express my dissatisfaction with the late delivery of my courier consignment (Tracking ID: **[Insert Tracking Number]**) sent on **[Insert Date Sent]**. According to your service commitment, the package was supposed to be delivered by **[Insert Expected Delivery Date]**, but it was received only on **[Insert Actual Delivery Date]**.

The delay has caused significant inconvenience as the contents were required urgently for **[mention purpose, e.g., a business meeting/event]**. Despite my repeated follow-ups with your customer service, I did not receive satisfactory updates regarding the status of my shipment.

I request you to kindly investigate the cause of the delay and take necessary actions to avoid such instances in the future. Additionally, please inform me if I am eligible for any compensation, as per your delivery policy.

I look forward to a prompt response and resolution to this matter. Please contact me at **[Your Phone Number]** or via email at **[Your Email Address]**.

Thank you for your attention.

Yours sincerely,

[Your Name]

This format includes all crucial components: sender and recipient details, description of the delivery issue, reference to expected delivery date, impact of the delay, and a polite request for resolution or compensation. Adjust the highlighted sections as needed to fit your specific situation.