

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

[Recipient Name or Customer Service Department]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Complaint Regarding Delivery Delay – Order #[Order Number]

Dear [Recipient Name/Customer Service],

I am writing to formally express my dissatisfaction regarding the delayed delivery of my recent order (Order #[Order Number]), which was placed on [Order Date]. According to the initial purchase agreement, the expected delivery date was [Expected Delivery Date]. However, as of today, the order has not yet arrived, and this delay has caused significant inconvenience.

Below are the tracking details from your logistics partner, which clearly indicate the delay:

- Tracking Number: [Tracking Number]
- Carrier: [Carrier Name]
- Order Shipped: [Shipping Date]
- Expected Delivery Date: [Expected Delivery Date]
- Current Status: [Current Shipment Status]
- Last Tracking Update: [Last Tracking Update]

Please find the attached screenshot/PDF of the tracking details for your reference.

This delay has not only disrupted my plans but has also affected my overall experience with your service. I kindly request a prompt investigation into this matter and a clear update regarding the new estimated delivery date. Additionally, I would appreciate appropriate compensation for the inconvenience caused by this delay.

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

Sincerely,
[Your Name]