

[Your Name]
[Your Position/Title]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position/Title]
[Supplier/Service Provider Company Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Formal Complaint Requesting Prompt Attention for Delayed Shipment

Dear [Recipient Name],

I am writing to formally bring to your attention the significant delay in the shipment of our recent order, reference number [Order Number], which was originally scheduled for delivery on [Original Delivery Date]. As of today, the shipment has not been received, and there has been no satisfactory update regarding its status.

This delay has caused considerable inconvenience to our operations, disrupting our production schedule and compromising our commitments to our customers. Timely deliveries are critical for our business, and such unexpected delays adversely affect our reputation and customer satisfaction.

I urge you to investigate this matter as a priority and provide specific information regarding the cause of the delay. Please expedite the shipment and inform us of the revised delivery date as soon as possible. We expect prompt and effective action to ensure the timely arrival of our goods.

Furthermore, I request that you take appropriate measures to prevent similar issues in the future. Reliable service is integral to our ongoing partnership, and it is essential to restore our confidence in your services.

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

Sincerely,
[Your Name]
[Your Position/Title]
[Your Company Name]