

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

[Recipient Name]  
[Recipient Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Delivery Delay and Request for Compensation

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the delay in the delivery of my recent order ([Order Number/Reference]), which was placed on [Order Date]. According to our agreement, the expected delivery date was [Expected Delivery Date]; however, as of today, the order has not yet been delivered.

This delay has caused considerable inconvenience and disruption, as the timely arrival of the goods/services was critical for [briefly state the importance, e.g., meeting project deadlines, planned events, etc.]. Despite my previous attempts to obtain updates and clarification, I have not received adequate information regarding the reason for the delay or a revised delivery schedule.

Given these circumstances, I respectfully request compensation for the inconvenience and any consequential losses incurred due to the late delivery. I believe an appropriate form of compensation would be [state your preferred compensation, e.g., a refund of delivery charges, a discount, or other suitable remedy].

I trust that you value customer satisfaction and will take the necessary steps to resolve this matter promptly. I look forward to your response within [reasonable timeframe, e.g., 7 business days] outlining your proposed resolution and the new expected delivery date.

Thank you for your prompt attention to this matter. I hope we can resolve this issue amicably and continue our positive business relationship.

Yours sincerely,  
[Your Name]