

Date: [Insert Date]

To,
[Recipient Name]
[Recipient Designation]
[Company Name]
[Company Address]

Subject: Complaint Regarding Late Delivery of Furniture Sample

Dear [Recipient Name],

I am writing this letter to formally express my dissatisfaction regarding the delayed delivery of the furniture sample we requested from your company. The sample was originally promised to be delivered by **[Promised Delivery Date]**; however, we did not receive it until **[Actual Date of Receipt]**.

This unforeseen delay has significantly impacted our project timeline, causing inconvenience and disrupting our schedule. Timely delivery was crucial in allowing us to assess the sample's quality and finalize decisions for our ongoing project. The delay has also led to additional complications, including rescheduling meetings and adjusting project deadlines.

We request your immediate attention to expedite any pending shipments and take all necessary measures to avoid similar delays in the future. Ensuring prompt and reliable delivery is essential to maintain our satisfaction and trust in your services.

We look forward to your prompt response and a resolution to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization]
[Contact Information]