

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

[Recipient's Name]  
[Title/Position, if known]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Delayed Product Delivery (Order No. [Order Number])

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the delay in the delivery of my recent order (Order No. **[Order Number]**), which was placed on **[Order Date]** and was scheduled to arrive by **[Expected Delivery Date]**. As of today, the order has not arrived, and I have not received any communication regarding the reason for this delay.

The delay has caused significant inconvenience, as I was relying on the timely arrival of the product for **[briefly explain the impact, e.g., a business event, personal need, etc.]**. The lack of updates and explanation is discouraging and does not reflect the level of service I expect from **[Company Name]**.

I kindly request that you provide a prompt explanation for the delay and an updated timeframe for when I can expect to receive my order. In addition, I would appreciate it if you could expedite the shipping or offer appropriate compensation for this inconvenience.

Please contact me at your earliest convenience to resolve this matter. I look forward to your prompt response to ensure that this issue is addressed satisfactorily.

Sincerely,  
[Your Name]