

# Formal Complaint Letter for Delayed Delivery of Urgent Order

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

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

Subject: Formal Complaint Regarding Delayed Delivery of Urgent Order [Order No./Reference Number]

Dear [Recipient Name],

I am writing to formally express my concern regarding the delayed delivery of our recent urgent order, [Order No./Reference Number], placed on [Order Date]. As outlined in our agreement, the expected delivery date was [Expected Delivery Date], yet as of today, the order has not been received, despite its critical importance to our operations.

The delay of [number of days delayed] days has caused significant inconvenience, disrupting our operations and potentially affecting our commitments to clients. This situation is particularly disappointing given the assurances provided at the time of order confirmation regarding timely delivery.

I request an immediate update on the status of this order, including a revised delivery schedule. Furthermore, given the urgency and the impact of the delayed delivery, I kindly ask that you consider suitable compensation for the inconvenience and losses incurred. I also urge you to take the necessary measures to prevent the recurrence of such issues in future orders.

Please treat this matter with the utmost urgency and provide your response by [Preferred Response Date].

Thank you for your prompt attention to this matter. I look forward to your swift resolution and continued cooperation.

Sincerely,  
[Your Name]  
[Your Position/Title, if applicable]