

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

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

Subject: Formal Complaint Regarding Delay in Delivery of Perishable Goods

Dear [Recipient Name],

This letter serves as a **formal complaint** regarding the unacceptable delay in the delivery of perishable goods, which has resulted in significant loss and inconvenience to our business. As you are aware, timely receipt of these goods is critical to maintaining their quality and freshness. Unfortunately, the recent delay has compromised the integrity and value of the products delivered.

We placed our order (Order No: [Order Number]) on [Order Date] with the expectation of delivery on [Expected Delivery Date], as confirmed in your correspondence. However, the delivery was only received on [Actual Delivery Date], resulting in a delay of [Number of Days Late] days. As a consequence, a substantial portion of the goods were no longer fit for purpose upon arrival, leading to financial loss and disruption to our operations.

We request a prompt explanation for the cause of this delay and an assurance that all necessary steps will be taken to avoid similar issues in the future. Additionally, we ask for appropriate compensation for the damages incurred as a result of this delay, in accordance with our agreement and your company's policies.

Please treat this matter with utmost urgency and respond by [Date: e.g., within 5 business days] with your proposed course of action. We value our ongoing relationship, but reliable and timely delivery is essential to our continued business together.

Thank you for your immediate attention to this matter. We look forward to your prompt response.

Sincerely,  
[Your Name]