

Sample Complaint Letter for Delivery Delay Due to Stock Shortage

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supplier/Retailer Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Complaint Regarding Delivery Delay Due to Stock Shortage (Order #[Order Number])

Dear [Supplier/Retailer Name],

I am writing to express my dissatisfaction regarding the delay in delivery of my recent order (Order #[Order Number]), which was placed on [Order Date]. According to your confirmation, the expected delivery date was [Expected Delivery Date]. However, I have been informed that the delivery has been postponed due to a stock shortage.

This delay has caused significant inconvenience and disruption to [my personal plans/my business operations], as we were relying on the timely arrival of these goods. The lack of advance notice and updates has further added to the frustration, and I am concerned about when the items will be available.

In view of the above, I kindly request:

- Immediate clarification on the current status of my order and the estimated new delivery date.
- Regular updates on stock availability and order progress.
- An explanation for the delay and the lack of prior communication.
- Consideration for compensation or alternative solutions (such as substituting available products or expedited shipping), if the delay persists.

I trust that you will treat this matter with urgency and provide a prompt resolution. I look forward to your reply within [reasonable timeframe, e.g., 48 hours], outlining the steps being taken to resolve this issue.

Thank you for your immediate attention to this matter.

Yours sincerely,

[Your Name]