

# Sample Complaint Letter for Late Delivery of Goods

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supplier's Name]  
[Supplier's Company Name]  
[Supplier's Address]  
[City, State, Zip Code]

Subject: Complaint Regarding Late Delivery of Goods â€“ [Order/Invoice Number]

Dear [Supplier's Name],

I am writing to formally express our concern regarding the delay in the delivery of goods as per our Order No. [Order Number], placed on [Order Date]. According to the agreement, the expected delivery date was [Expected Delivery Date], yet the goods have not been received as of today.

This delay has significantly impacted our business operations, causing inconvenience to our customers and disrupting our workflow. Timely delivery is crucial for maintaining our business standards and commitments to our clients.

We request you to provide an immediate update on the current status of our order and take all necessary steps to expedite the delivery. Additionally, we would appreciate your assurance that such delays will not recur in the future. If applicable, kindly let us know about any compensation or corrective measures you are prepared to offer due to this inconvenience.

We hope to continue our business relationship in a mutually beneficial manner and look forward to your prompt response.

Thank you for your immediate attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]