

Formal Complaint Letter Regarding Delayed Delivery of Online Purchased Product

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

[Seller's Name or Customer Service Department]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Delayed Delivery of Online Purchased Product (Order #[Order Number])

Dear [Seller's Name or Customer Service Manager],

I am writing to formally express my dissatisfaction regarding the delayed delivery of a product I purchased through your online platform. Below are the details of my order:

- **Order Number:** [Order Number]
- **Product Name/Description:** [Product Name/Description]
- **Order Date:** [Order Date]
- **Promised Delivery Date:** [Expected Delivery Date]

As of today, the above-mentioned product has not been delivered, despite your commitment to deliver by the expected date. I have not received any satisfactory update or explanation for this delay, which has caused considerable inconvenience, as I require this product for [briefly state purpose or urgency, if applicable].

I request you to kindly investigate this matter and provide an immediate update on the status of my order. If the delivery cannot be expedited, I would appreciate information on potential compensation for the inconvenience caused, or a refund if the item cannot be delivered within a reasonable timeframe.

I trust that you will treat this matter with urgency and respond at the earliest possible. You may contact me at [your phone number/email address] should you require any further information.

I look forward to your prompt response and a satisfactory resolution.

Sincerely,
[Your Name]