

Email Complaint Letter for Late Product Delivery

Subject: Urgent: Complaint Regarding Late Delivery of Order #[Order Number]

Dear [Supplier/Customer Service Team],

I am writing to express my concern regarding the delayed delivery of my recent order, #[Order Number], which was placed on [Order Date]. According to the original agreement, the expected delivery date was [Expected Delivery Date]. However, I have yet to receive the product as of today, [Current Date].

This delay has caused significant inconvenience and has adversely affected my [business operations/personal plans]. Timely delivery was crucial, and the unexpected wait has disrupted my schedule.

I kindly request immediate information regarding the status of my order and a firm delivery date. Additionally, I would appreciate your consideration for compensation or a discount due to the delay, in accordance with your company's customer satisfaction policy.

I look forward to your prompt response and a swift resolution to this matter. Please contact me at [Your Phone Number] or reply to this email should you need further details.

Thank you for your immediate attention to this issue.

Sincerely,

[Your Name]

[Your Address, if applicable]

[Your Email Address]