

Formal Complaint Letter for Late Shipment of Goods

Your Name

Your Position

Your Company Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Recipient Name

Recipient Position

Supplier/Company Name

Supplier Address

City, State, ZIP Code

Subject: Formal Complaint Regarding Late Shipment of Goods

Dear [Recipient's Name],

I am writing to officially express our concern regarding the delayed shipment of goods under purchase order number **[Order Number]**, which was due to arrive on **[Expected Delivery Date]**. However, as of today, **[Date]**, we have yet to receive the goods, nor have we been provided with a satisfactory explanation for this delay.

This delay has significantly disrupted our operations and has affected our ability to meet commitments to our customers. We have always trusted your company for timely deliveries, and such incidents, unfortunately, impact both our business and customer satisfaction.

We request that you provide an immediate update regarding the status of our shipment, including a new delivery timeline. Additionally, we expect information on the cause of this delay and any measures you intend to implement to prevent recurrence. In light of the inconvenience caused, we also ask you to consider compensation for the losses incurred due to this delay.

We appreciate your prompt attention to this matter and look forward to your quick response to resolve this issue satisfactorily.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]