

Sample Complaint Letter for Delay in Product Delivery

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

[Supplier/Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Complaint Regarding Delay in Product Delivery for Order #[Order Number]

Dear [Supplier/Customer Service Manager],

I am writing to formally bring to your attention the delay in the delivery of my recent order (Order #[Order Number]) placed on [Order Date]. According to the confirmation received, the expected delivery date was [Expected Delivery Date]. However, as of today, [Number of Days Late] days have passed beyond the promised date and I have yet to receive my order.

This delay has caused significant inconvenience as I was relying on the timely arrival of the product for [briefly mention purpose, if relevant]. I have contacted your customer service team on multiple occasions, but have yet to receive a satisfactory update or resolution.

I kindly request that you provide an update regarding the status of my delivery and expedite the shipping process. Additionally, I would appreciate being informed about any steps your company will take to ensure such delays do not recur in the future. If appropriate, I would also like to inquire about possible compensation for the inconvenience caused.

I look forward to your prompt response and a swift resolution to this matter.

Thank you for your immediate attention.

Sincerely,
[Your Name]