

Date: [Insert Date]

To,
The Manager
[Courier Company Name]
[Courier Company Address]
[City, State, ZIP Code]

Subject: Formal Request for Action on Delayed Product Delivery

Dear Sir/Madam,

I am writing to formally bring to your attention the delayed delivery of our product shipment, with tracking/reference number [Insert Tracking/Reference Number], which has not arrived within the promised timeframe. The shipment was due for delivery on [Insert Expected Delivery Date], but as of today, it has not been received.

This delay has significantly affected our business operations, causing inconvenience to our workflow and resulting in potential loss of credibility with our clients. Given the importance of timely deliveries to our business, such delays are a serious concern and jeopardize the trust we place in your courier services.

We urge your immediate attention to this matter and request a thorough investigation into the cause of the delay. Kindly provide us with an update on the current status of our shipment and an estimated date of delivery at the earliest. Additionally, please inform us of the corrective measures being taken to resolve this issue and prevent similar occurrences in the future.

Clear and prompt communication regarding this concern is highly appreciated. We trust that your company will take all necessary actions to ensure the expedited delivery of our products and help restore our confidence in your services.

We look forward to your swift response and resolution.

Sincerely,
[Your Name]
[Your Position/Designation]
[Your Company Name]
[Contact Information]