

Sample Complaint Letter: Delay in Courier Service Delivery

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Courier Company Name]

[Customer Service Department]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding Delay in Courier Service Delivery

Dear Sir/Madam,

I am writing to express my disappointment regarding the delay in the delivery of my shipment with tracking number **[Insert Tracking Number]**, which was originally scheduled to be delivered on **[Expected Delivery Date]**. As of today, **[Actual Delivery Date or Current Date]**, I have yet to receive my package.

The delay has caused significant inconvenience and disrupted my plans, as the timely arrival of the package was crucial. Despite repeated attempts to contact your customer support for an update, I have not received satisfactory information regarding the reasons for the delay or a new estimated delivery date.

Reliable and timely delivery is the cornerstone of effective courier services, and this experience has undermined my confidence in your company. I request that you look into this matter immediately and provide a concrete update on my shipment's status. Additionally, I expect appropriate compensation for the inconvenience and losses suffered due to this delay.

Please treat this matter with urgency and ensure better communication moving forward. I look forward to your prompt response and resolution.

Sincerely,

[Your Name]