

# Sample Complaint Letter: Delay in Delivery of Electronics

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

[Seller's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Complaint Regarding Delay in Delivery of Electronics (Order No: [Order Number])

Dear [Seller's Name or Customer Service],

I am writing to formally express my dissatisfaction concerning the delay in the delivery of the electronic item(s) I purchased from your company. I placed an order on [Order Date], with the order number [Order Number], and was initially promised a delivery date of [Expected Delivery Date]. Unfortunately, I have yet to receive the item(s) as of today, which amounts to a delay of [Number of Days Delayed] days.

Despite my previous attempts to seek clarification regarding the shipment status, I have not received any satisfactory response or update. The lack of timely delivery has caused considerable inconvenience, and I am disappointed by the absence of proactive communication from your side.

I kindly request that you provide an immediate update on the status of my order and expedite the delivery process. Furthermore, I would appreciate it if you could offer an explanation for the delay, as well as consider appropriate compensation due to this inconvenience.

I look forward to your prompt response addressing my concerns. If I do not receive a satisfactory reply within [reasonable timeframe, e.g., 5 business days], I may have to consider escalating this matter further.

Thank you for your immediate attention to this matter.

Sincerely,  
[Your Name]