

# Sample Complaint Letter for Late Delivery of Ordered Electronics

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

[Seller's Name or Customer Service Department]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Complaint Regarding Late Delivery of Ordered Electronics (Order #[Order Number])

Dear [Seller's Name/Customer Service],

I am writing to formally complain about the delayed delivery of the electronics I ordered from your company on [Order Date]. The order details are as follows:

- **Order Number:** [Order Number]
- **Product(s) Ordered:** [List of Electronics Ordered]
- **Expected Delivery Date:** [Original Delivery Date]

According to your shipping policy, my order was scheduled to arrive by [Original Delivery Date]. However, as of today, [Current Date], I have not received the items, and there has been no clear communication from your side regarding the reason for the delay or the new expected delivery date.

This delay has caused considerable inconvenience, as I had planned to use the electronics for [briefly mention purpose, e.g., a specific event or professional need]. I kindly request that you look into this matter urgently and provide a prompt update regarding the status of my order, including a revised delivery date.

If the order cannot be fulfilled within the next [reasonable timeframe, e.g., 7 days], I would appreciate a refund or the option to cancel my order without any penalties.

I look forward to your immediate response and an effective resolution to this issue.

Sincerely,  
[Your Name]