

Complaint Letter for Unshipped Items After Payment

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

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

Subject: Urgent Complaint Regarding Unshipped Items After Payment

Dear [Seller/Company Name],

I am writing to formally notify you of my concern regarding the items I ordered and paid for on [Order Date], with order number [Order Number]. As of today, I have yet to receive the products, and there has been no communication explaining the delay or providing an updated shipping status.

I made my payment of [Amount] via [Payment Method] on [Payment Date], and I was assured that the delivery would occur within the stipulated timeframe of [Mention Timeframe, e.g., "7 business days"]. The failure to deliver these goods as agreed upon has caused me significant inconvenience.

I kindly request that you investigate this matter immediately and provide me with an update regarding the status of my order. If the items cannot be shipped and delivered promptly, I expect a full refund to be processed without further delay.

Please confirm receipt of this letter and advise me on the steps being taken to resolve my complaint. I look forward to your prompt response within [Specify a reasonable timeframe, e.g., "7 days"].

If I do not receive a satisfactory response or resolution within this timeframe, I will be compelled to consider further actions, including contacting relevant consumer protection agencies.

Sincerely,

[Your Name]