

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

Customer Service Department  
DHL Express

[Company Address]  
[City, State, Zip Code]

Dear DHL Customer Service,

Subject: Response to Delivery Service Inquiry

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding the delivery of my package with tracking number [insert tracking number].

[Insert specific details about your inquiry or issue, e.g., delays, missing package, damaged items, etc.]

I appreciate your assistance in resolving this matter and look forward to your prompt response. Please let me know if you require any further information from my side.

Thank you for your attention to this issue.

Best regards,

[Your Name]

[Your Job Title (if applicable)]

[Your Business Name (if applicable)]