

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

Customer Service

DHL

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

Dear Customer Service,

I am writing to inquire about the status of my DHL package, tracking number [insert tracking number]. The package was sent on [insert date of shipment] and was expected to arrive on [insert expected delivery date]. As of today, the tracking status shows [insert current tracking status]. I would appreciate any information you can provide regarding the location of my package and the estimated delivery time.

Thank you for your assistance.

Sincerely,

[Your Name]