

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

Customer Service Department
DHL Express

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

Subject: Lost Delivery Inquiry - [Tracking Number]

Dear DHL Customer Service,

I am writing to express my concern regarding a lost delivery associated with my recent order. The tracking number for this shipment is [Tracking Number]. According to the tracking information, the package was expected to arrive on [Expected Delivery Date], but as of today, it has not been delivered.

The contents of the package are important, and I would appreciate your assistance in locating it. Please let me know if there are any updates regarding the status of my shipment or if any additional information is needed from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]