

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

DHL Customer Service

[Local DHL Address]

Subject: [Your Subject Here]

Dear DHL Customer Service,

I hope this letter finds you well.

I am writing to [state the purpose of your letter, e.g., inquire about a shipment, request assistance with a delivery issue, etc.].

Details of my shipment are as follows:

- Tracking Number: [Your Tracking Number]
- Shipment Date: [Date of Shipment]
- Sender's Name: [Sender's Name]
- Recipient's Name: [Recipient's Name]

[Provide any additional information or context related to your request.]

I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]