

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

DHL Customer Service

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

Subject: Delivery Delay Inquiry - [Tracking Number]

Dear DHL Customer Service,

I hope this message finds you well. I am writing to inquire about the delay in the delivery of my package with the tracking number [insert tracking number]. The package was scheduled to be delivered on [original delivery date], but I have yet to receive it as of today, [current date]. I understand that delays can occur due to various reasons, but I would appreciate any information you can provide regarding the status of my shipment and an estimated delivery date.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]