

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

Customer Service

DHL Express

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

Dear DHL Customer Service,

I am writing to inquire about the status of my package that was shipped via DHL. Below are the details regarding my shipment:

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

I would greatly appreciate it if you could provide an update on the delivery status of my package, as it is crucial for me to receive it by [Specify Date if applicable].

Thank you for your assistance.

Sincerely,
[Your Name]