

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

DHL Customer Service

[Local DHL Office Address]  
[City, State, Zip Code]

Subject: Inquiry about DHL Delivery

Dear DHL Customer Service,

I hope this message finds you well.

I am writing to inquire about a recent delivery (Tracking Number: [Your Tracking Number]) that was scheduled for delivery on [Delivery Date].

Unfortunately, I have not yet received my package and would appreciate your assistance in locating it.

Details of the package are as follows:

- Sender: [Sender Name]
- Receiver: [Your Name]
- Delivery Address: [Your Delivery Address]
- Item Description: [Brief Description of Item]

I would be grateful if you could provide me with an update on the status of my delivery and any information regarding its current location.

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Company Name, if applicable]