

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

[Date]
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address an issue regarding the late delivery of my order [Order Number] placed on [Order Date].

As of today, [Date], I have yet to receive my order, which was scheduled for delivery on [Expected Delivery Date]. This delay has caused [briefly explain any issues caused by the delay].

I kindly ask for your assistance in resolving this matter promptly.

Please provide an update on the status of my order and the expected delivery timeline.

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

Sincerely,
[Your Name]