

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that my recent order, [Order Number], which was scheduled for delivery on [Original Delivery Date], has not yet arrived.

Despite my anticipation, I have not received any updates regarding the status of my package. I would appreciate any information you could provide regarding the delay and the expected delivery timeline.

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

Sincerely,  
[Your Name]