

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding a delivery delay for my recent order, [Order Number], placed on [Order Date].

As per the initial confirmation, the expected delivery date was [Expected Delivery Date]. However, I have not yet received the package. I understand that unforeseen circumstances can arise, and I would appreciate any updates you could provide regarding the status of my order.

It is important for me to receive this delivery promptly as it is time-sensitive. If there are any issues or further delays, please let me know so we can find a resolution.

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

Sincerely,
[Your Name]