

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

Dear [Recipient's Name or Customer Service Team],

Subject: Feedback on Recent Courier Delivery

I am writing to provide feedback regarding my recent experience with your courier service.

[Briefly describe the delivery experience, including the date of delivery, the package details, and any specific issues or positive aspects you encountered.]

Overall, I [was satisfied with/experienced issues with] the service due to [explain reasons, such as timeliness, condition of the package, customer service, etc.].

I appreciate [mention any positives], and I hope you consider my feedback for future improvements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]