

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the concern regarding the late delivery of [specific document or documents] that was due on [due date].

We were expecting to receive the documents on time to ensure a smooth progression of our project. However, we did not receive them until [actual delivery date], which has caused [briefly explain the impact of the delay].

We understand that unforeseen circumstances can arise, and we appreciate your efforts in handling our request. However, we would like to ensure that any future deliveries are made on schedule to avoid similar issues. Please let us know if there are any updates on our request and how we can help facilitate future timely deliveries. Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]