

[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 formally express my concern regarding the delays I have experienced with my recent order ([Order Number]) placed on [Order Date].

Despite receiving confirmation that my order was scheduled for delivery on [Expected Delivery Date], I have yet to receive my package as of today's date, [Current Date]. This delay has caused significant inconvenience, and I would appreciate an update on the status of my shipment.

I have always appreciated the quality of your products and service, which is why I chose to order from your company. I kindly request your prompt attention to this matter and look forward to a resolution.

Thank you for your understanding.

Sincerely,
[Your Name]