

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

Subject: Request for Shipping Support

Dear [Shipping Support Team/Specific Contact Name],

I hope this message finds you well. I am writing to request assistance regarding a shipping issue I am currently experiencing with my recent order, [Order Number].

[Briefly explain the issue, e.g., delayed shipment, damaged package, incorrect delivery, etc.].

I would appreciate your guidance on how to resolve this matter. Please let me know if you need any further information from my side to expedite the process.

Thank you for your assistance.

Sincerely,
[Your Name]