

Subject: Request for Assistance with Delayed Delivery

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to bring to your attention an issue I am experiencing with a recent order placed on [Order Date], with the order number [Order Number].

The order was scheduled for delivery on [Expected Delivery Date], but unfortunately, it has yet to arrive. I understand that delays can happen due to unforeseen circumstances, but I would appreciate any updates you could provide regarding the status of my order.

Your assistance in resolving this matter would be much appreciated.

Please let me know the next steps, and if possible, an estimated delivery timeframe.

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

Best regards,

[Your Name]

[Your Contact Information]