

Subject: Urgent: Delayed Delivery Issue

Dear [Company Name] Customer Service,

I hope this message finds you well. I am writing to formally address a problem with a delayed delivery concerning my order #[Order Number], placed on [Order Date].

According to your shipping policy, delivery was expected by [Expected Delivery Date]. Unfortunately, as of today, [Current Date], I have yet to receive the package. This delay is causing significant inconvenience.

I kindly request immediate attention to this matter. Please provide an update on the status of my shipment and expedite the process to ensure delivery at the earliest possible date.

Your prompt response and resolution will be greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Full Name]

[Your Contact Information]