To,

[Name of Recipient]

[Designation of Recipient]

[Recipient’s Company Name]

Date:

**Subject: Complaint Letter for Delay in Sending the Order/Consignment**

Dear Mr./Mrs. [name of the Recipient],

I would like to lodge a complaint to you for the delay in sending the order/consignment to me. On [mention Date], I ordered 100 HP 1201 Color Printers for my office. The order was to be delivered on [mention Date of Delivery] but it got late by 5 days already and we have not received my order yet.

This late delivery of the order from your side caused us a lot of trouble in carrying out our daily administrative tasks. Kindly check whether or not the order is actually shipped or if it is shipped, then why it is not delivered to us yet. I will be looking forward to a reply from you. Feel free to contact me any time.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]