

Complaint Letter for a Delayed Order

This package contains:

1. Instructions & Checklist for a Complaint Letter for a Delayed Order
2. Delayed Order Complaint Letter

Instructions & Checklist for Complaint Letter for a Delayed Order

- This package contains (1) Instructions & Checklist for Complaint Letter for a Delayed Order; and (2) Delayed Order Complaint Letter;
- This form is designed to assist you in drafting a letter for when an item you have ordered is delayed.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Ref: [Account or Order Number]

Dear [Name of Recipient]:

On [Date], I ordered [Product Purchased].

As of today, my order has not yet arrived. While I realize that delivery delays are sometimes unavoidable, it is simply unacceptable that I have not received my order after this length of time. It is disappointing that you have been unable to deliver my item as scheduled, and I certainly cannot recommend your company if this is your regular way of doing business. I insist that you contact me immediately about the delay. If you cannot deliver the item as promised, please refund my money.

Thank you, in advance, for your prompt attention to this matter.

Sincerely,

[Your Name]