[Company Name]  
[Address, City, STATE, Zip]  
[Website]  
[Contact]

To

[The Recipient]

I am Joseph Sidney, the head of ABC Organization in Brooklyn. I am writing this letter to draw your attention to a very important issue regarding the late and poor delivery of your services. Two months ago, I sent my admission form through your services, but my form was delivered on time and as a result, I did not appear in the test. This time I am also facing the same issue. I had sent a courier via your services to New Jersey to my wife and I was told that it will be delivered within the next four to five days. Three weeks have been passed but the courier has not been reached yet. For further investigation, I had called your company’s office situated in Brooklyn and I was told that the mentioned good is not in their record.

I had chosen your courier services by cindering it the best services, but I was not expecting this. I am not getting a proper answer from your employees that either they have delivered my courier or not. I have all the official records and all the details have been mentioned on the receipt affixed with this letter. I want you to have a look into this matter and respond to me as soon as possible.

If such kinds of incidents continue to occur, then no one will trust your services. All the details of the product color, shipment number, and receiver’s name have been mentioned in the receipt. I request you now to go through the matter and try to solve it as soon as possible. It would be a great favor on your behalf to respond to me immediately. If you want more details on this matter, then you can contact me on my phone number, or you can send me an email. Thank you.

Regards,

Joseph Sidney