

From: support@customer.com
To: service@vendor.com
Subject: Complaint Regarding Late Delivery

Dear Sir/Madam,

This is to formally lodge a complaint regarding the late delivery of order #ORD2025-3342.
The shipment was scheduled for delivery on 25th May 2025 but has not yet arrived.

We expect prompt resolution.

Thank you,
Ritika Sharma
Customer Relations