**Sample Letter of Complaint to carrier Company for Non delivery of Parcel/ Goods**

From:

Anthony Black

54, Richard Street

California

Date: November 08, 2021

To,

The In-charge

Fast Courier Services

California.

Sub: Reporting non delivery of parcel

Dear Sir,

I am writing this letter to report the non delivery of my parcel. On November 5th, 2021, I had booked a parcel delivery from your New York center in the name of Mr. Jack Brown, 88, Hedge Apartments, California.

As per the delivery duration promised by the company, the parcel should have gotten delivered within a span of four days but it has been over a week and the parcel still is undelivered. Therefore, I am writing this letter to request to kindly have the parcel tracked and delivered to the recipient’s address in California as earliest as possible as the parcel contains some important official documents.

For your reference, I have attached with the letter the copy of the courier receipt. I am hopeful that you will look into the matter and have the parcel delivered at the quickest.

Thanking you.

Sincerely,

Anthony Black