# Undelivered Items Statement

Date: [                    ]

## Recipient Information

Name: [                    ]

Address: [                         ]

Contact Number: [                  ]

## Item(s) Details

| Item Description | Quantity | Tracking Number | Reason for Non-Delivery |
|---|---|---|---|
| [        ] | [        ] | [        ] | [        ] |
| [        ] | [        ] | [        ] | [        ] |

## Remarks

[                                ]

## Prepared By

Name: [                    ]

Signature: _____

Date: [                    ]