

Non-Delivery Acknowledgment

Date:

To:

Subject: Non-Delivery Acknowledgment

Dear ,

This letter is to formally acknowledge that the following item(s) have not been delivered as of the date above:

- Order Number:
- Item Description:
- Expected Delivery Date:

Please investigate the matter and provide an update regarding the delivery status at the earliest convenience.

Thank you for your immediate attention to this matter.

Sincerely,