

## Non-Receipt Notification

Date:

To Whom It May Concern,

I am writing to inform you that I have not received the following item(s):

Item Description	Order/Reference Number	Expected Delivery Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Kindly investigate the status of my shipment and provide further information regarding its whereabouts or an estimated delivery date.

Thank you for your prompt attention to this matter.

Sincerely,

Name:

Contact Information: