

Letter of Clarification for Incomplete Order

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding my recent order (Order Number: [Insert Order Number]), which I placed on [Insert Order Date].

Upon receiving the shipment on [Insert Delivery Date], I noticed that the following items were not included:

- [Item 1]
- [Item 2]
- [Item 3]

I would appreciate it if you could provide clarification on this issue and inform me of any steps necessary to resolve it. Your assistance in rectifying this matter swiftly would be greatly appreciated.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]