

Letter for Documentation of Missing Telecom Service Materials

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Dear [Recipient's Name],

I am writing to formally document the missing telecom service materials related to my account ([Account Number]). On [Date of Incident], I observed that the following materials were not delivered/are missing:

- [Material Description 1]
- [Material Description 2]
- [Material Description 3]

These materials were expected to be delivered as part of our service agreement, and their absence has created an inconvenience in our operations.

I kindly request your prompt assistance in locating these materials and providing an update on their status. Additionally, please let me know the next steps to resolve this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]