

Complaint Regarding Packaging Material

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the packaging materials used in my recent order [Order Number] dated [Order Date].

Upon receiving the package, I noticed that the packaging was inadequate, which led to [describe the issue, e.g., damage, leakage, etc.]. This has caused significant inconvenience as well as concern regarding the quality of the product.

I believe it is crucial for your company to maintain a high standard of packaging to ensure product integrity and customer satisfaction. I kindly request that you look into this matter and take the necessary steps to improve your packaging solutions.

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

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]