

# Letter of Dissatisfaction Regarding Partial Order Delivery

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Company Name  
Company Address  
City, State, Zip Code

Dear Customer Service Team,

I am writing to express my dissatisfaction with the recent delivery of my order (Order Number: [insert order number]), which was partially fulfilled on [insert delivery date]. While I appreciate the timely arrival of some items, I am disappointed that several key items were missing from the order.

The missing items include:

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

This situation is frustrating as I was relying on the complete order for [mention any specific reason, e.g., an event, project, etc.]. I kindly request that you investigate this matter and provide an update on when I can expect the remaining items to be delivered.

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

Sincerely,  
Your Name