

Grievance Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient Name

Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally raise a grievance regarding a missing item from my recent shipment (Order Number: [Insert Order Number]) that was delivered on [Insert Delivery Date].

The missing item is [Insert Item Description], which I expected to receive as part of my order. Upon reviewing the shipment contents, I noticed that the item was not included, which has caused [briefly explain any inconvenience caused].

I kindly request that you investigate this matter and provide information regarding the status of the missing item. Additionally, I would appreciate any updates on the steps taken to remedy this situation.

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

Sincerely,
[Your Name]