

Inquiry Regarding Absent Items from Recent Purchase

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to inquire about a recent order I placed on [Insert Order Date], with the order number [Insert Order Number].

Upon receiving my order, I noticed that I did not receive the following items:

- [Item 1 Name and Details]
- [Item 2 Name and Details]
- [Item 3 Name and Details]

I would appreciate your assistance in resolving this matter. Could you please provide an update on the status of these items or let me know if they were out of stock at the time of shipping?

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

Sincerely,

[Your Name]

[Your Contact Information]