

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

Customer Service Department  
Subscription Service Name  
Company Address  
City, State, Zip Code

Dear Customer Service,

I am writing to express my disappointment regarding my recent subscription delivery received on [insert date]. Unfortunately, I discovered that several items were missing from the package.

The details of my subscription are as follows:

- Subscription ID: [insert ID]
- Delivery Date: [insert date]
- Missing Items: [list missing items]

Thank you for addressing this issue. I look forward to your swift response.

Sincerely,  
[Your Name]