

Letter of Dissatisfaction - Lost Mail

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

Receiving Department
Postal Service Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to express my dissatisfaction regarding the loss of my mail that was sent on [date]. Despite my attempts to track the package, I have been unable to locate it, and I am extremely concerned about its whereabouts.

The details of the lost mail are as follows:

- Tracking Number: [Tracking Number]
- Sender's Name: [Sender's Name]
- Recipient's Name: [Recipient's Name]
- Mail Type: [e.g., letter, package]

This incident has caused me considerable inconvenience, and I expect a thorough investigation into this matter as well as a resolution. I appreciate your prompt attention to this issue and look forward to your response.

Thank you for addressing my concerns.

Sincerely,
[Your Name]