

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my frustration regarding the promotional items that I was promised as part of [specific promotional campaign or event]. Despite my expectations and anticipation, I have yet to receive these items.

As a loyal customer and supporter of [Company Name], this situation has been disappointing. I was looking forward to [mention any specific benefits/expectations related to the promotional items], and the lack of communication regarding their delay has only added to my dissatisfaction.

I kindly request an update on the status of the promotional items and hope that a resolution can be reached promptly. Thank you for your attention to this matter.

Sincerely,

[Your Name]