

Formal Complaint Regarding Undelivered Promotional Communication

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the promotional communications that I have not received from [Company's Name]. Despite my anticipation of the materials, it has come to my attention that I have yet to receive the expected updates and offers.

This situation has led me to feel quite disappointed, as I was eager to participate in the promotions and take advantage of the deals your company has advertised. I kindly request that you investigate this matter and ensure that I am added to your distribution list to receive future communications.

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

Sincerely,

[Your Name]