

# Notice of Missing Accessories

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

Thank you for your recent purchase of [Appliance Name] from our store on [Purchase Date]. We strive to provide our customers with the highest quality products and service.

It has come to our attention that some accessories that are typically included with your appliance may have been overlooked during packaging. Specifically, the following accessories are currently missing:

- [Missing Accessory 1]
- [Missing Accessory 2]
- [Missing Accessory 3]

We sincerely apologize for any inconvenience this may have caused you. Please rest assured that we are taking immediate action to resolve this issue. We will send the missing accessories to your address as soon as possible.

If you have any questions or concerns, please feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and for choosing us for your appliance needs.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]