

Complaint Letter Regarding Inadequate Shipping Protective Measures

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

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the inadequate shipping protective measures that were employed during the recent delivery of my order #[Order Number] placed on [Order Date].

Upon receipt of the package on [Delivery Date], I discovered that [describe the specific issues - e.g., the item was damaged, the packaging was insufficient, etc.], which I believe could have been avoided with better protective measures during shipping.

I have always appreciated your commitment to quality service, but this instance has raised concerns regarding your shipping practices. I kindly request that you review your shipping protocols to ensure that such incidents do not occur in the future.

Additionally, I would appreciate a prompt response regarding how you plan to resolve this matter and ensure the safe delivery of orders moving forward.

Thank you for your attention to this important matter. I look forward to your swift response.

Sincerely,
[Your Name]