

Complaint Regarding Faulty Shipment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about a shipment I received on [Insert Arrival Date] that was faulty. The order number is [Insert Order Number]. Upon opening the package, I discovered that [describe the fault in the shipment, e.g., damaged item, incorrect item, missing items, etc.].

As a valued customer, I expected to receive my order in perfect condition. Therefore, I would appreciate your prompt attention to this matter. I would like [state your desired resolution, e.g., a replacement, a refund, etc.].

Attached are photographs of the faulty items for your reference. Please respond to me within [Insert Time Frame] so we can resolve this issue quickly.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]