

Complaint Regarding Delivery of Expired Item

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding a recent order I received from your company (Order Number: [Insert Order Number]). Upon delivery, I discovered that one of the items, [Item Name or Description], was expired.

This situation is not only disappointing but also concerning, as it raises questions about the quality control processes in place at your company. I expect to receive products that are safe and suitable for consumption/use.

I kindly request a prompt response to this matter, preferably a replacement of the expired item or a full refund of the purchase price. I have attached a copy of the receipt and photographs of the expired item for your reference.

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

Sincerely,

[Your Name]