

Letter of Concern

[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]

Subject: Concern Regarding Expired Goods in Recent Order

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding a recent order I received from your company with the order number [Order Number]. Upon inspection, I discovered that several items included in the order had already expired.

The details of the expired items are as follows:

- Item 1: [Item Name] - Expiration Date: [Date]
- Item 2: [Item Name] - Expiration Date: [Date]
- Item 3: [Item Name] - Expiration Date: [Date]

This is concerning not only for my personal health but also reflects poorly on your company's quality control practices. I kindly request an explanation and a resolution to this issue, whether that be a refund or replacement of the expired goods.

Thank you for your prompt attention to this matter. I look forward to your immediate response.

Sincerely,

[Your Name]