

# Grievance Concerning Expired Product Shipment

[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 Name],

I am writing to formally express my grievance regarding a shipment of products that I received on [Date of Receipt]. Upon inspection, I discovered that several items in this shipment were past their expiration dates.

The specific products that were affected are as follows:

- [Product Name 1], Expiration Date: [Date]
- [Product Name 2], Expiration Date: [Date]
- [Product Name 3], Expiration Date: [Date]

This situation is unacceptable as it poses serious health risks to consumers and undermines our trust in your company's products. I kindly request a resolution to this matter in the form of a refund or replacement of the expired items.

I appreciate your immediate attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Thank you for your understanding.

Sincerely,

[Your Name]