

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

Customer Service
Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to inquire about a product I recently received from your company, which unfortunately has an expiration date that has already passed. The details of the product are as follows:

- Product Name: [Product Name]
- Order Number: [Order Number]
- Expiration Date: [Expiration Date]

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

Sincerely,
[Your Name]