# Missing Item Account Inquiry

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about a missing item from my account with [Company Name]. On [insert date you expected the item], I noticed that [describe the item briefly] was not included in my order, which was placed on [insert order date].

Order Details:

- Order Number: [Insert Order Number]
- Item Description: [Insert Item Description]
- Quantity: [Insert Quantity]

I would appreciate it if you could look into this matter and provide me with an update regarding the status of the missing item. If it is available for shipment or if there is a way to resolve this issue, please let me know at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]