

# **Subject: Complaint Regarding Logistical Errors in Transportation Service**

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally express my dissatisfaction with the transportation services provided by your company during my recent experience. My shipment, which was scheduled for delivery on [Insert Date], encountered several logistical errors that caused significant inconvenience.

Firstly, the expected delivery time was not adhered to, resulting in a delay of [Insert Duration]. This not only disrupted my schedule but also caused financial repercussions as I had planned activities based on the anticipated arrival time.

Additionally, upon receiving the shipment, I noticed that some items were damaged and others were missing. This raises serious concerns about the handling practices your company employs.

I kindly request that you investigate this matter and provide me with a resolution. I would appreciate a prompt response detailing how you intend to address these issues and ensure they do not recur in the future.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]