

Complaint Regarding Lost Items

Your Name: [Your Name]

Your Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To:

Customer Service Department

[Transportation Service Company Name]

[Company Address]

Subject: Complaint About Lost Items

Dear Customer Service,

I am writing to formally complain about the loss of my belongings during my recent experience with your transportation service. On [date of travel], I traveled from [departure location] to [destination location] using your service. Unfortunately, I discovered that I had lost the following items:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

I believe these items were left in the vehicle and have not been returned to me. I kindly request that you look into this matter as soon as possible and inform me of any updates regarding the recovery of my lost belongings. Additionally, I would appreciate guidance on the steps I need to take to ensure proper follow-up.

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

Sincerely,

[Your Name]