

# Verification of Incomplete Magazine Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Verification of Incomplete Magazine Delivery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally verify the incomplete delivery of my magazine subscription, which was supposed to be delivered on [insert delivery date].

The following issues were not included in the delivery:

- [List Issue Numbers and Titles]

- [List Issue Numbers and Titles]

I kindly request your assistance in resolving this matter and ensuring that the missing issues are sent to me at your earliest convenience. Please let me know if you require any further information to facilitate this verification.

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

Sincerely,

[Your Name]