

Feedback on Missing Items

Date: [Insert Date]

Customer Service Team,
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to bring to your attention that I have encountered missing items from my recent order (Order Number: [Insert Order Number]), placed on [Insert Order Date].

Upon receiving the package, I noticed that the following items were not included:

- [Missing Item 1]
- [Missing Item 2]
- [Missing Item 3]

I would appreciate your assistance in resolving this matter. If replacement items can be sent, or if I can receive a refund for the missing items, please let me know the process. Thank you for your attention to this issue.

Looking forward to your prompt response.

Sincerely,
[Your Name]
[Your Email]
[Your Phone Number]