

# Missing Items Inquiry

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my order placed on [Insert Order Date], with order number [Insert Order Number].

Upon reviewing the shipment I received, I noticed that the following items are missing:

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

I would appreciate your assistance in tracking these missing items and providing an update on their shipping status. If there are any further details you need from my end, please let me know.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]