

Complaint Letter for Missing Items

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service
Company Name
Company Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally complain about a recent order I placed with your company (Order Number: [insert order number]) on [insert order date]. Upon receiving the package on [insert delivery date], I noticed that several items were missing.

The missing items are as follows:

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

I kindly request that you investigate this matter and provide a resolution, either by sending the missing items or offering a refund for the missing items. I value your service and hope to resolve this issue promptly.

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

Sincerely,
[Your Name]