

# Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Team

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally appeal for the resolution of my missing order placed on [Insert Order Date], with Order Number: [Insert Order Number]. Despite my previous communications, I have not received an update regarding the status of my order.

Details of the Order:

- Order Number: [Insert Order Number]
- Date of Order: [Insert Order Date]
- Items Ordered: [List Items]

Given the circumstances, I kindly request your immediate attention to my case. I understand that delays can occur, but I would appreciate any updates or a resolution to my missing order as soon as possible.

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

Sincerely,

[Your Name]