

Complaint Letter for Missing Item during Delivery

Date: [Insert Date]

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

Subject: Complaint regarding Missing Item During Delivery

Dear Customer Service Team,

I am writing to formally complain about a missing item from my recent order ([Order Number]) placed on [Order Date]. I received my delivery on [Delivery Date], but unfortunately, the item listed below was not included:

- Item Name: [Insert Item Name]
- Item Number: [Insert Item Number]
- Quantity Ordered: [Insert Quantity]

I have checked the packaging thoroughly and confirmed that it is indeed missing. This item is essential for me, and I would appreciate your prompt assistance in resolving this matter.

Could you please provide me with an update on this issue? I expect a replacement or a refund for the missing item at your earliest convenience.

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

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