

Letter of Demand for Replacement of Missing Product

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the replacement of a product that was ordered from your company on [Order Date] and has not been received. The order number is [Order Number], and the product in question is [Product Name/Description].

Despite my previous communications regarding this matter, I have yet to receive a solution. I would appreciate your prompt attention to this issue and kindly ask for a replacement to be sent at your earliest convenience.

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

Sincerely,

[Your Name]