

# Logistics Service Complaint Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Logistics Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a complaint regarding the logistics services I utilized on [insert date of service]. The service in question involved [describe the service briefly] and unfortunately, it did not meet my expectations due to [mention specific issues, e.g., delays, damaged goods, etc.].

Specific details of the incident include:

- Order Number: [insert order number]
- Date of Service: [insert date]
- Description of Incident: [insert detailed description]

As a valued customer, I was disappointed with the handling of my order and the impact it had on [mention any consequences, e.g., business operations, personal plans, etc.]. I would appreciate your prompt attention to this matter and a resolution that would include [mention desired resolution, e.g., refund, compensation, etc.].

I believe that resolving this issue will help reinforce my relationship with [Logistics Company Name]. I look forward to your prompt response to this matter.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]