

Formal Complaint Regarding Missing Items from Order

Date: [Insert Date]

To Customer Service,
[Fast Food Chain Name]
[Fast Food Chain Address]
[City, State, Zip Code]

Dear Customer Service,

I am writing to formally complain about an issue I encountered with my recent order placed on [Insert Order Date] at your [Insert Location] restaurant. My order number was [Insert Order Number]. Unfortunately, upon receiving my order, I found that several items were missing.

The missing items include:

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

I was very disappointed as I expected to receive my full order. I kindly request that you address this issue promptly and provide a resolution, whether it be a refund for the missing items or a replacement order.

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

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