

# Formal Complaint Regarding Missing Products

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding a recent purchase I made on [purchase date] through your [website/store]. The order number is [Order Number]. Unfortunately, I have not received all the products that were included in my order.

The missing items are as follows:

- [Product Name 1]
- [Product Name 2]
- [Product Name 3]

I expected to receive these products as part of my order, and their absence has caused me considerable inconvenience. I kindly request an explanation regarding this issue and a prompt resolution, such as the immediate shipment of the missing items or a refund.

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

Sincerely,  
[Your Name]