

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about an issue with my recent order (Order Number: [Order Number]) placed on [Order Date]. Upon receiving the delivery on [Delivery Date], I noticed that several items were missing from the package.

The items not included in the delivery are as follows:

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

I kindly request that the omitted items be sent to me as soon as possible. Please let me know how you plan to resolve this issue. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]