

Formal Complaint Regarding Shipment Discrepancies

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

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

Dear [Recipient's Name],

I am writing to formally express my concern regarding discrepancies in the recent shipment I received from your company, order number [Order Number], dated [Date of Order].

Upon inspecting the shipment, I found that [describe the discrepancies, e.g., "the quantity of items received was less than what was ordered" or "the items received did not match the specifications outlined in the order"].

This issue has caused significant inconvenience, and I request that you take immediate steps to rectify this situation. I expect to receive the correct items or a refund for the missing or incorrect items within [reasonable timeframe, e.g., "14 days"] from the date of this letter.

I appreciate your prompt attention to this matter and look forward to your swift response.

Sincerely,

[Your Name]