

Formal Complaint Regarding Missing Components from Shipment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my dissatisfaction regarding a recent shipment (Order Number: [Insert Order Number]), which was delivered on [Insert Delivery Date].

Upon receiving the shipment, I found that several components were missing, specifically:

- [Missing Component 1]
- [Missing Component 2]
- [Missing Component 3]

This has caused significant inconvenience, as these components are critical for [explain reason]. I kindly request that you investigate this matter promptly and take the necessary actions to resolve it, including shipping the missing components as soon as possible.

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

Sincerely,

[Your Name]

[Your Job Title/Position, if applicable]