

# Formal Complaint Regarding Missing Items from Invoice

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 an issue with my recent invoice (Invoice Number: [Invoice Number]) dated [Invoice Date]. Upon reviewing the invoice, I have noticed that the following items are missing:

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

This discrepancy is quite concerning, as I was expecting to receive these items as part of my order. I kindly request that you investigate this matter and provide clarification at your earliest convenience. Additionally, I would appreciate it if you could send me an updated invoice reflecting the missing items.

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

Sincerely,  
[Your Name]