

Formal Complaint Regarding Missing Items from Order

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding my recent order, [Order Number], placed on [Order Date]. Unfortunately, upon receiving the package on [Delivery Date], I discovered that several items were missing.

The missing items are as follows:

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

I have already attempted to resolve this issue by [briefly describe any previous contact regarding the issue], but to no avail. I would appreciate your prompt attention to this matter.

Please let me know how you intend to resolve this issue. I can be reached at [Your Phone Number] or [Your Email Address]. I look forward to your swift response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]