

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Customer Service
Company Name
Company Address
City, State, ZIP Code

Dear Customer Service,

I am writing to formally complain regarding an incomplete order I received on [insert date]. My order number is [insert order number]. Upon opening the package, I found that [describe the missing items or issues with the delivery].

This has caused me significant inconvenience as I had planned to use these items by [insert date]. I kindly request that you send the missing items as soon as possible or provide a full refund for the incomplete order.

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

Sincerely,
Your Name