

Formal Complaint About Incomplete Delivery

[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 dissatisfaction regarding the incomplete delivery of my recent order (Order Number: [Order Number]) placed on [Order Date]. The delivery, which was scheduled for [Delivery Date], arrived on [Actual Delivery Date], but it was missing the following items:

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

These missing items were crucial for my [reason for importance, e.g., event, project], and their absence has caused significant inconvenience.

I kindly request that you address this issue promptly by either sending the missing items or providing a full refund for those items. I appreciate your immediate attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,
[Your Name]