

Complaint Letter with Request for Replacement of Missing Parts

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Replacement of Missing Parts

Dear [Recipient's Name],

I am writing to formally bring to your attention an issue I encountered with my recent purchase from your company, Order No. [Order Number], placed on [Order Date]. Upon receiving the product, I discovered that the following parts were missing from the package:

- [List Missing Part 1]
- [List Missing Part 2]
- [List Missing Part 3]

I am disappointed as this has caused inconvenience and delayed my use of the product. I kindly request that you arrange for the prompt dispatch of the missing parts at your earliest convenience. Attached are copies of the purchase receipt and any other relevant documents for your reference.

I trust that you will address this matter urgently and ensure such issues do not occur in the future. Please confirm by [phone/email] when the replacement parts have been shipped.

Thank you for your attention to this matter. I look forward to your swift response and a satisfactory resolution.

Sincerely,
[Your Name]