

Complaint Letter Sample for Product with Missing Parts

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Title/Position (if known)

Company Name

Company Address

City, State, Zip Code

Subject: Complaint Regarding Product Received with Missing Parts – Order # [Order Number]

Dear [Recipient's Name or "Customer Service"],

I am writing to bring to your attention an issue regarding my recent purchase from your company. I placed an order for a **[Product Name]** (Order Number: **[Order Number]**) on **[Order Date]**, which I received on **[Delivery Date]**. Upon opening the package, I discovered that the following part(s) were missing:

- [List missing part(s) with description, quantity, or part number if available]

The absence of these components renders the product unusable and has caused significant inconvenience. I have checked the packaging and verified that the parts were not misplaced during unpacking.

I kindly request that you send the missing part(s) as soon as possible, or advise on the fastest way to resolve this issue. I would appreciate a prompt response so that I can fully utilize the product I purchased.

Enclosed/attached are copies of my order confirmation and other relevant documents for your reference.

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

Sincerely,

[Your Name]