

Customer Complaint Letter for Replacement of Incomplete Product

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State ZIP Code]

Subject: Request for Replacement of Incomplete Product - Order #[Order Number]

Dear [Customer Service Manager/Relevant Person],

I am writing to bring to your attention an issue with my recent order (Order #[Order Number]) placed on [Order Date] through your [website/store]. Upon receiving the delivery on [Delivery Date], I was disappointed to find that the product was incomplete. Specifically, the following item(s) were missing from the package:

- [List the missing item(s) or part(s) here]

I have attached photographs of the received package, as well as the invoice for your reference.

I kindly request that you replace the incomplete product with the full set as advertised and paid for. I would appreciate it if you could initiate the replacement process as soon as possible, or alternatively, offer a suitable resolution, such as sending the missing items directly.

I value your company as a customer and trust that you will address this issue promptly. Customer satisfaction is important to me, and I hope that this matter can be resolved quickly and efficiently.

Please let me know if any additional information is required. I look forward to your prompt response and resolution of this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]