

Written Complaint Sample for Partial Order Delivered

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

[Supplier/Seller Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Partial Order Delivery – Order #[Order Number]

Dear [Supplier/Seller Name],

I am writing to formally bring to your attention an issue regarding a partial order delivery I received on [Delivery Date], under Order #[Order Number]. While I appreciate the timely dispatch of some items, I regret to inform you that the delivery was incomplete.

The following items were missing from the shipment:

- [Missing Item 1] – [Quantity]
- [Missing Item 2] – [Quantity]
- [Missing Item 3] – [Quantity]

I request that the missing items be delivered to me as soon as possible. Please confirm the estimated delivery date and keep me informed about the status of my order. Alternatively, if these items are currently out of stock, I would appreciate refund options or suitable replacements.

I trust you will treat this matter with urgency and look forward to your prompt response and resolution.

Thank you for your attention to this matter.

Sincerely,
[Your Name]