

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

[Retailer's Name or Customer Service Department]  
[Store/Company Name]  
[Retailer Address]  
[City, State, ZIP Code]

Subject: Incomplete Order Fulfillment – Request for Resolution

Dear [Retailer's Name/Customer Service],

I am writing to bring to your attention an issue with my recent order (Order Number: **[Order Number]**), which I placed on **[Order Date]** through your **[website/store/platform]**. Upon receiving my package on **[Date Received]**, I noticed that my order was incomplete; the following item(s) were missing from the shipment:

- [List missing item(s) with product name, SKU, and quantity]

For your reference, I have attached a copy of the order confirmation and photos of the delivered package, if applicable.

I kindly request that you promptly ship the missing item(s) or, if they are out of stock, issue a full refund for the undelivered product(s). Timely and accurate fulfillment of orders is crucial to maintaining customer satisfaction, and I trust you will address this issue as a priority.

Please confirm receipt of this letter and let me know how you will proceed to resolve this matter. You can reach me at **[email address]** or **[phone number]** for any further information.

I appreciate your prompt attention to this issue and look forward to a swift resolution.

Sincerely,  
[Your Name]