

Business Complaint Letter for Incomplete and Damaged Delivery

[Your Company Letterhead]

[Date]

[Supplier/Vendor Name]

[Company Name]

[Address]

[City, State, ZIP Code]

Subject: Complaint Regarding Incomplete and Damaged Delivery â€“ [Order/Invoice Number]

Dear [Supplier/Vendor Name],

I am writing to formally notify you of issues concerning our recent order (Order/Invoice Number: **[Order/Invoice Number]**) placed on **[Order Date]** and received on **[Delivery Date]** at our facility.

Upon inspection of the delivery, we discovered that the following items were either missing or arrived damaged:

- Item Name/Description â€“ **[Quantity Missing/Damaged]** â€“ **[Describe issue, e.g., damaged packaging, broken parts, etc.]**
- [Add additional items as necessary]

These discrepancies have caused inconvenience to our operations and may affect our ability to meet our own commitments to clients. We kindly request that you take prompt action to resolve these issues by providing the missing items and replacing or compensating us for the damaged goods.

Enclosed/Attached are photographs and a copy of the signed delivery receipt highlighting the noted issues for your reference.

We would appreciate your prompt response to this matter within [Specify a reasonable timeframe, e.g., 7 business days], outlining the steps you will take to resolve the problem.

Thank you for your immediate attention to this matter. We value our business relationship and hope that we can reach a satisfactory resolution as soon as possible.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Contact Information]