

Complaint Letter Template for Missing Items in Delivery Order

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier/Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Missing Items in Delivery - Order #[Order Number]

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

I am writing to bring to your attention a discrepancy with my recent order, #[Order Number], placed on [Order Date] and delivered on [Delivery Date]. Upon receiving the package, I noticed that the following item(s) were missing from my order:

- [List the missing item(s) with quantity and description]

The rest of the items were delivered as expected and in good condition. However, the missing product(s) have caused inconvenience, and I kindly request your prompt assistance in resolving this matter.

Enclosed/attached are copies of my order confirmation and delivery receipt for your reference. I would appreciate it if you could arrange for the missing item(s) to be shipped to my address at the earliest, or advise on how you intend to resolve this issue.

Please confirm receipt of this letter and let me know how soon I can expect the missing items or an alternative solution.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]