

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding Supply of Goods

I am writing to formally express my dissatisfaction regarding the recent supply of goods from your company, order number [Order Number], placed on [Order Date].

[Explain the issue clearly, including details like incorrect items, quality issues, late delivery, etc. Be specific about what was wrong and how it has affected you.]

I expected to receive [mention the expected items or services], and [describe what you actually received]. This has caused [explain any inconvenience or impact on your business or personal life].

I kindly request that you address this issue promptly by [propose a solution, such as sending the correct items, providing a refund, etc.].

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]