## Simple claim message

Subject: Lost Goods Claim	
	Dear [Recipient's Name],
	My order #[Order Number] is incomplete as some goods are missing. The lost items are [list of
items].	
	Please arrange a refund or replacement at the earliest.
	Regards,
	[Your Name]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/claim-letter-for-lost-goods">https://www.lettersandtemplates.com/letters/claim-letter-for-lost-goods</a>