

Refund Request for Wrong Item Received

Your Name: [Your Name]

Your Address: [Your Address]

City, State, ZIP: [City, State, ZIP]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To: [Company Name]

Address: [Company Address]

City, State, ZIP: [Company City, State, ZIP]

Dear [Customer Service Team/Specific Name],

I am writing to request a refund for an item I received in error. On [Order Date], I placed an order for [Correct Item Description]. However, on [Date of Receipt], I received [Wrong Item Description].

Order Number: [Order Number]

Item Description Ordered: [Correct Item]

Item Description Received: [Wrong Item]

I would like to request a full refund for the incorrect item sent to me. Please let me know how to proceed with the return process. I have attached a copy of my order confirmation and a photograph of the received item for your reference.

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

Sincerely,

[Your Name]