

# Product Return Request for Wrong Shipment

Date: [Insert Date]

To,

Customer Service Department  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Return Request for Incorrect Shipment

Dear Customer Service,

I am writing to request a return for an item that I received incorrectly. My order number is [Insert Order Number], and it was placed on [Insert Order Date].

Instead of the [Insert Correct Product Name], I received [Insert Incorrect Product Name]. The incorrect product was delivered on [Insert Delivery Date].

Enclosed are the details of the incorrect item:

- Product Name: [Insert Incorrect Product Name]
- Product SKU: [Insert SKU]
- Quantity: [Insert Quantity]

I would appreciate guidance on how to proceed with the return process and receiving the correct item. Additionally, please let me know if you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,

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