

Refund Request for Incorrect Item Shipped

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request a refund for an incorrect item that was shipped to me on [Insert Shipment Date]. The order number associated with this purchase is [Insert Order Number].

The item I received is [Describe the Incorrect Item], whereas I had ordered [Describe the Correct Item]. I have attached a copy of my order confirmation and a photo of the received item for your reference.

I would appreciate your assistance in processing my refund as soon as possible. Please let me know if you require any further information from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]