

Order Rectification Request

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a rectification regarding my recent order with the order number [Order Number], placed on [Order Date].

Upon reviewing the details of the order, I noticed that [describe the issue, e.g., "the quantity of items ordered was incorrect" or "the wrong item was sent"]. I would appreciate it if you could address this matter at your earliest convenience.

To rectify this issue, I kindly request [state your desired resolution, e.g., "the correct items to be sent" or "a refund for the erroneous order"]. Attached are any relevant documents to support my request.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]