

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Wrong Item Received

Dear Customer Service,

I am writing to inform you that I have received the wrong item in my recent order [Order Number] placed on [Order Date]. Instead of the [Expected Item], I received [Received Item].

I would appreciate it if you could provide instructions on how to return the incorrect item and have the correct item sent to me as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]