

# Letter of Acknowledgment for Wrong Order Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge the wrong order delivery received on [insert delivery date]. Instead of the ordered items, I received [describe the incorrect items].

My order number is [insert order number] placed on [insert order date]. I kindly request guidance on how to return the incorrect items and receive the correct order.

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

Sincerely,

[Your Name]