

## **Subject: Follow-Up on Order Discrepancies - Order #12345**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent communication regarding the discrepancies found in my order #12345, placed on [Order Date].

As mentioned previously, the items received were not as expected, specifically:

- Incorrect Item: [Incorrect Item Description]
- Missing Item: [Missing Item Description]

I would appreciate an update on how this issue can be resolved at your earliest convenience. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]