

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my regret regarding the order I received on [date of delivery]. Instead of the items I had ordered, I received [describe the wrong items].

This has caused some inconvenience, as I was looking forward to using the correct items. I would greatly appreciate your assistance in resolving this matter as soon as possible. Please let me know how to return the wrong items, and I look forward to receiving the correct items promptly.

Thank you for your attention to this matter, and I hope to hear from you soon.

Sincerely,

[Your Name]