

Duplicate Policy Request for Incorrect Shipments

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a duplicate policy for my recent shipment, which was received incorrectly. The details of the shipment are as follows:

- **Order Number:** [Insert Order Number]
- **Received Items:** [List Incorrect Items]
- **Expected Items:** [List Expected Items]
- **Date of Shipment:** [Insert Shipment Date]

Due to this issue, I would appreciate your immediate attention to provide me with the duplicate policy for my order. Please let me know if any further information is required from my side.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]