

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a duplicate policy due to a shipping error that occurred with my recent order (Order Number: [Insert Order Number]). I have reviewed the shipping policy and believe that the error needs to be rectified promptly.

Details of the shipping error are as follows:

- Item Ordered: [Insert Item Name]
- Expected Delivery Date: [Insert Expected Date]
- Actual Delivery Date: [Insert Actual Date]
- Description of Error: [Briefly describe the error]

Attached are the relevant documents, including the original order confirmation and any correspondence regarding the shipping error.

I would appreciate if you could expedite the issuance of a duplicate policy to ensure that this issue is resolved quickly.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]