

# Refund Request for Incorrect Order Fulfillment

Customer Name: [Your Name]

Order Number: [Your Order Number]

Date: [Date]

To [Company Name],

I am writing to formally request a refund for my recent order (Order Number: [Your Order Number]) placed on [Order Date]. Unfortunately, the items received do not match my order.

The following discrepancies were noted:

- Item Ordered: [Item Description] - Item Received: [Incorrect Item Description]
- Quantity Ordered: [Ordered Quantity] - Quantity Received: [Received Quantity]
- Other Issues: [Any additional issues]

As per your return policy, I would like to initiate a refund for this incorrect order fulfillment. I have attached any relevant documentation, including photos of the items received and the original invoice, for your reference.

Please let me know how to proceed with the return and refund process. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Email Address]  
[Your Phone Number]