

# Refund Request for Incorrect Item Received

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Name],

I am writing to formally request a refund for an incorrect item I received from my recent order (Order Number: [Insert Order Number]) placed on [Insert Order Date]. Instead of the [Describe the Correct Item], I received [Describe the Incorrect Item].

To resolve this issue, I kindly request a full refund for the incorrect item, which I will return to you. Please let me know how to proceed with the return process.

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

Sincerely,

[Your Name]