

# Letter of Appeal for Wrongly Delivered Goods

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally appeal regarding an issue I have encountered with my recent order (Order No: [Insert Order Number]), which was delivered on [Insert Delivery Date]. Unfortunately, the goods delivered do not match what I originally ordered.

The items I received are as follows:

- [Incorrect Item 1]
- [Incorrect Item 2]
- [Incorrect Item 3]

However, I had originally ordered:

- [Correct Item 1]
- [Correct Item 2]
- [Correct Item 3]

I kindly request that you initiate the process for rectifying this error. I hope to receive the correct items as soon as possible and would appreciate guidance on how to return the incorrectly delivered goods.

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

Sincerely,

[Your Name]