

# Complaint Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service

Company Name

Company Address

City, State, Zip Code

Dear Customer Service,

I am writing to formally complain about receiving the wrong product. On [Order Date], I placed an order for [Product Name/Description] with the order number [Order Number]. However, upon receiving my package on [Delivery Date], I discovered that I had received [Incorrect Product Name/Description].

This is disappointing as I was looking forward to using the correct item. I would appreciate your assistance in resolving this issue as soon as possible. Please let me know how I can return the incorrect product and receive the product I originally ordered.

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

Sincerely,

[Your Name]