

# Grievance Letter for Erroneous Order Fulfillment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding an erroneous order fulfillment that I experienced with my recent purchase (Order Number: [Insert Order Number]). On [Insert Date of Order], I placed an order for [Describe the Item(s) Ordered], but to my dismay, the items received were not as expected.

Specifically, I received [Describe the Incorrect Items Received], which is not what I ordered. This has caused [Explain Any Inconvenience or Impact], and I am quite disappointed as I was looking forward to receiving the correct items.

In order to resolve this issue, I kindly request [Specify Desired Resolution: Replacement, Refund, etc.]. I have attached copies of my order confirmation and photographs of the items received for your reference.

I appreciate your prompt attention to this matter and look forward to your response at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]