

Request for Resolution on Wrong Product Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a resolution regarding the recent incorrect delivery of my order #[Insert Order Number], placed on [Insert Order Date].

Unfortunately, instead of the [Insert Correct Product Name], I received [Insert Wrong Product Name]. This has caused significant inconvenience, and I kindly ask for your assistance in rectifying this situation.

To resolve the issue, I would appreciate it if you could arrange for the correct item to be sent to me as soon as possible and provide instructions for returning the incorrect product. Enclosed are the details and photographs of the mistakenly delivered product for your reference.

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

Sincerely,

[Your Name]