

# Delivery Expectation Mismatch

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a concern regarding the recent delivery of [Product/Service] that we received on [Delivery Date].

It has come to our attention that the delivery did not align with our expectations as discussed during our initial agreement. Specifically, [describe the mismatch, e.g., missing items, damaged goods, incorrect specifications].

We expected [insert original expectations], but the delivery fell short of these expectations. We would appreciate your attention to this matter and request that you [suggest resolution, e.g., send the missing items, arrange for a replacement, provide a refund].

We value our relationship and look forward to resolving this issue promptly. Please let us know how you plan to address this concern.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]