

Notification of Wrong Delivery

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about an issue regarding the delivery of your recent order ([Order Number]) placed on [Order Date].

It has come to our attention that your order was mistakenly delivered to the wrong address. We sincerely apologize for any inconvenience this may have caused.

We are currently investigating the matter and taking steps to rectify the situation. We would appreciate your cooperation in this matter, and kindly request you to confirm if you have received any incorrect packages.

Once again, we apologize for this issue and assure you that we are working hard to resolve it promptly. If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]