

Refund Inquiry for Incorrect Item Delivery

Date: [Insert Date]

To,

Customer Service Team
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to inquire about a recent order (Order Number: [Insert Order Number]) that I received on [Insert Delivery Date]. Unfortunately, the item delivered was not what I ordered. Instead of [Insert Correct Item Description], I received [Insert Incorrect Item Description].

I would appreciate it if you could assist me in processing a refund for the incorrect item. Additionally, I would like to know the procedure for returning the item.

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

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]