

Return Request for Incorrect Item Delivered

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Email: [Insert Your Email]

Order Number: [Insert Order Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the return of an item that was incorrectly delivered. I recently ordered [Describe the Correct Item] through your website (Order Number: [Insert Order Number]), but I received [Describe the Incorrect Item] instead.

Details of the incorrect item:

- Item Name: [Insert Item Name]
- Item Number: [Insert Item Number]
- Quantity: [Insert Quantity]

I would appreciate your guidance on how to proceed with the return process. Please let me know if there are any specific steps I need to follow or if you require any further information from my end.

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

Sincerely,

[Your Name]