

# Letter of Request for Resolution on Item Discrepancy

Sender Name  
Sender Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy regarding an item in my recent order, Invoice Number: [Invoice Number], placed on [Order Date].

The item in question is [Item Description], and the issue is as follows: [Briefly describe the discrepancy, for example, wrong item received, missing items, etc.].

I kindly request your assistance in resolving this matter. Please let me know how we can proceed to rectify this issue. I believe this can be resolved amicably, and I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]