

Request for Refund Due to Incorrect Delivery

Date: [Insert Date]

To,

[Transportation Service Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Person's Name],

I am writing to formally request a refund for the transportation service I booked on [Insert Booking Date], which was scheduled for delivery on [Insert Delivery Date]. Unfortunately, the service was not executed correctly as my package was delivered to the wrong address.

Details of the transportation service are as follows:

- **Tracking Number:** [Insert Tracking Number]
- **Order Number:** [Insert Order Number]
- **Delivery Address Provided:** [Insert Correct Address]
- **Incorrect Delivery Address:** [Insert Incorrect Address]

As a result of this error, I have incurred additional costs and inconveniences in retrieving my package. I believe a full refund of the transportation charges is warranted under these circumstances.

Attached are copies of the relevant receipts and any correspondence regarding this delivery issue. I would appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for addressing my request.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]