

Request for Merchandise Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a tailored merchandise adjustment for my recent order, [Order Number], placed on [Order Date].

The details of the merchandise are as follows:

- Item: [Item Name]
- Size: [Item Size]
- Quantity: [Item Quantity]

Upon receiving the item, I noticed [briefly describe the issue - e.g., incorrect size, defect, etc.]. I would greatly appreciate your assistance in resolving this matter.

I am requesting the following adjustments:

- [Adjustment 1]
- [Adjustment 2]

Thank you for your attention to this matter. I look forward to your prompt response to facilitate a smooth resolution.

Sincerely,

[Your Name]