

# Request for Refund Due to Incorrect Order

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request a refund for an incorrect order that I received from your company on [insert order date]. The order number is [insert order number].

Unfortunately, instead of the [insert correct item description], I received [insert incorrect item description]. I have attached a copy of my order confirmation for your reference.

In light of this situation, I kindly ask for a full refund for the incorrect item as per your return policy. I am willing to return the incorrect item as well.

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

Sincerely,

[Your Name]