

Letter of Dissatisfaction Regarding Wrong Item Delivered

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my dissatisfaction regarding a recent order I received from your company (Order Number: [Order Number]). Instead of the item I ordered, which was [Description of the Correct Item], I received [Description of the Wrong Item].

This error has caused significant inconvenience, and I would appreciate your assistance in resolving this matter promptly. I kindly request that you send the correct item as soon as possible and provide instructions on how to return the wrong item.

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

Sincerely,

[Your Name]