

# Inquiry About Order Fulfillment Error

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an issue regarding my recent order, #[Order Number], placed on [Order Date].

Upon receiving the order, I noticed that [describe the error, e.g., "the wrong item was delivered" or "the quantity was incorrect"]. This has caused [briefly explain any issues this has caused, e.g., "inconvenience" or "extra costs"].

I would appreciate your assistance in resolving this matter. Could you please provide guidance on how to proceed with correcting this fulfillment error? Additionally, I would like to understand how this might affect my future orders.

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

Sincerely,

[Your Name]

[Your Contact Information]