Request for Correction of Order Mistake

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an error that occurred with my recent order (Order Number: [Order Number]) placed on [Order Date]. Upon receiving the order, I noticed that [describe the mistake, e.g., wrong item, missing item, incorrect size, etc.].

I would appreciate it if you could assist me in correcting this error promptly. I believe that the correct item/adjustment should be [provide correct details]. Please let me know how to proceed with returning the incorrect item, if necessary.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]