

Urgent: Gift Delivery Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to bring to your immediate attention an urgent matter regarding a gift I ordered on [Insert Order Date] with the Order Number: [Insert Order Number]. The gift was intended for [Recipient's Name] and was scheduled for delivery on [Insert Delivery Date].

Unfortunately, the gift was not delivered as expected. Upon checking the delivery status, I discovered that it was delivered to the wrong address. This has caused significant distress, as the occasion was of great importance.

I kindly request that you address this issue as a priority and provide me with a solution to ensure that the correct delivery occurs promptly. Please contact me at your earliest convenience so we may resolve this matter efficiently.

Thank you for your immediate attention to this urgent issue.

Sincerely,

[Your Name]