Request for Rectification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a rectification regarding my recent photography order placed on [Insert Order Date]. The order number is [Insert Order Number].

Upon receiving the photographs, I noticed the following discrepancies:

- [List the issues with the photographs]
- [List any other issues]

I kindly ask that these issues be addressed and rectified as soon as possible. Please let me know if you require any further information or clarification to assist in this matter.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]