

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to bring to your attention a discrepancy regarding my recent furniture order, #[Order Number], placed on [Order Date]. I received the delivery on [Delivery Date], but there are some issues that need to be addressed.

The following items were either missing or incorrect:

- Item 1: [Description] - [Missing/Incorrect]
- Item 2: [Description] - [Missing/Incorrect]
- Item 3: [Description] - [Missing/Incorrect]

I kindly request your assistance in resolving this matter as soon as possible. Please let me know how to proceed with correcting the order and any next steps I need to take.

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

Sincerely,
[Your Name]