

Letter of Explanation for Frequent Mail Misdeliveries

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a recurring issue regarding the misdelivery of my mail. Over the past several months, I have experienced a significant number of instances where my mail has been delivered to incorrect addresses or has not been delivered at all.

This ongoing problem has caused inconvenience and delays, particularly with important correspondence and packages. I have taken steps to report these incidents to the postal service, but unfortunately, the situation has not improved.

I would appreciate any assistance you could provide in resolving this matter. I believe it may be beneficial to review the delivery routes or ensure that my address is accurately recorded in your system.

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

Sincerely,

[Your Name]