

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I have received a piece of mail that appears to be misdelivered to my address. The details of the mail are as follows:

Sender: [Sender's Name]

Recipient: [Correct Recipient's Name]

Mail Type: [Type of Mail, e.g., letter, package]

Tracking Number: [Tracking Number, if applicable]

I would like to request your assistance in arranging the return of this misdelivered mail to the intended recipient. Please let me know if you require any further information or if there are specific procedures I should follow to facilitate this process.

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

Sincerely,

[Your Name]