

Confirmation of Shipping Error Rectification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to confirm that we have received your notification regarding the shipping error associated with your recent order #[Order Number].

We sincerely apologize for any inconvenience this may have caused. After reviewing your case, we have initiated the necessary steps to rectify the issue.

Your corrected shipment will be dispatched on [New Shipping Date], and you can expect to receive the package within [Estimated Delivery Time]. You will receive a tracking number shortly after the package is sent.

If you have any further questions or need assistance, please feel free to reach out to our customer service team at [Customer Service Email/Phone Number].

Thank you for your understanding and for giving us the opportunity to correct this mistake.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email]