

# Correction Request for Misdelivered Goods

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a correction regarding a recent delivery issue. On [insert delivery date], I received a package that was intended for another recipient, which has led to some inconvenience on my part.

The tracking number associated with the misdelaivered goods is [insert tracking number]. The package contained [describe contents briefly] and was addressed to [insert intended recipient's name and address].

I kindly ask that you arrange for the correct items to be delivered to me as soon as possible and facilitate the return of the misdelaivered goods.

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

Sincerely,

[Your Name]