

Request for Replacement Shipment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to request a replacement shipment for order number [Insert Order Number], which was delivered to me on [Insert Delivery Date]. Unfortunately, there was an error with my order, as I received [describe the error, e.g., the wrong item, damaged item, etc.].

Given the circumstances, I kindly ask for a replacement for the item. I have attached a copy of the invoice and any relevant photos for your reference.

Please let me know the steps I need to take to process this replacement. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]