

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Subject: Request for Shipping Error Resolution

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a shipping error related to my recent order ([Order Number]) placed on [Order Date]. Unfortunately, I received the wrong item(s) or my order did not arrive as expected.

Details of the issue:

- Order Number: [Order Number]
- Incorrect Item Received: [Description of Incorrect Item]
- Expected Item: [Description of Expected Item]
- Order Date: [Order Date]
- Delivery Date: [Delivery Date]

I kindly request your assistance in resolving this issue at your earliest convenience. I would appreciate if you could arrange for the correct item to be shipped to me and provide instructions on how to return the incorrect item.

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

Sincerely,

[Your Name]