

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about an issue regarding my recent order (Order Number: [Order Number]) placed on [Order Date]. Upon receiving the delivery on [Delivery Date], I found that several items were incorrect.

The following items were delivered incorrectly:

- [Incorrect Item 1 Name and Description]
- [Incorrect Item 2 Name and Description]
- [Incorrect Item 3 Name and Description]

Please refer to my original order for the correct items.

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

Sincerely,
[Your Name]