

Formal Complaint Regarding Misdelivered Items

[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]

Dear [Recipient's Name],

I am writing to formally complain about a recent issue I encountered with my order (Order Number: [Order Number]) placed on [Order Date]. Unfortunately, the items were misdelivered to my address on [Delivery Date].

Instead of receiving [Description of Ordered Items], I received [Description of Incorrect Items]. I have attached photographs and documentation regarding this matter for your reference.

I kindly request that you take immediate action to resolve this issue, including arranging for the correct items to be delivered at your earliest convenience and providing instructions for returning the misdelivered items.

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

Sincerely,
[Your Name]