

Complaint about Wrong Item

Subject: Complaint Regarding Wrong Item Delivery

Dear [Supplier Name],

We received [Incorrect Product Name] instead of the ordered [Correct Product Name] in our order [Order Number]. This error is causing delays in our operations.

Please arrange for the correct item to be delivered urgently and collect the wrong item. Confirmation of the process is requested.

Thank you,

[Your Name]

[Your Position]

[Company Name]

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