

# Notification Letter Regarding an Error in Delivery

**[Your Name]**

[Address]

[Letter Date]

**[Recipient's Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's name]

Thank you for the delivery of the parcel that I booked on [DATE HERE] in time. I have received the parcel; however, there is something towards which I would like to draw your attention. When I placed my order of colored pencils and markers, I requested that each piece of color pencil box and marker pack be packed together. These way 50 packs were supposed to be delivered. I needed these to gift to my students on result day so I wanted them in the gift packing. This delivered parcel is different. All the pencil boxes are packed in one cover while all the markers are in the other. When I made the payment, I had paid for the packing too. Since they are not packed, kindly refund the packing dues so that I may buy the packing and pack them myself.

Nonetheless, thanks to you for your services.

Sincerely,

**[Your Name]**

[Your Title] -Optional-