

# Notification of Damaged Delivery Item

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that the item you ordered on [Order Date] with order number [Order Number] has arrived damaged. We sincerely apologize for any inconvenience this may cause.

The following item was reported as damaged upon delivery:

- Item Name: [Insert Item Name]
- Quantity: [Insert Quantity]
- Damage Description: [Insert Damage Description]

Please provide us with your preferred course of action, whether you would like a replacement or a refund. If you choose a replacement, we will expedite the shipping process to ensure you receive the item as soon as possible.

Thank you for your understanding and patience in this matter. Should you have any further questions, feel free to reach out to our customer service team at [Customer Service Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]