

# Product Damage Report for Replacement Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service/Specific Name],

I am writing to report damage to the product that I purchased from your company on [Insert Purchase Date]. The product details are as follows:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Purchase Date: [Insert Purchase Date]

Upon receipt, I found that the product was damaged. A description of the damage is as follows:

[Insert Damage Description]

I kindly request a replacement for the damaged item. I have attached copies of the receipt and photographs of the damage for your reference.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]