

# Delivery Damage Assertion Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally assert a claim regarding damage incurred during delivery of my order [Order Number] placed on [Order Date]. Upon receiving the package on [Delivery Date], I noticed that [describe the damage in detail].

According to the terms and conditions outlined during purchase, I believe that I am entitled to a replacement/refund for the damaged item. Please find attached photographic evidence of the damage, as well as the original receipt for reference.

I would appreciate your prompt attention to this matter and look forward to your response regarding the steps we can take to rectify this issue. Thank you for your cooperation.

Sincerely,

[Your Name]