

Parcel Damage Report

Date: [Insert Date]

To: [Company Name]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Report of Damaged Parcel

Dear [Recipient's Name],

I am writing to formally report damage to a parcel I received on [Date of Receipt]. The tracking number for the shipment is [Tracking Number]. Upon opening the parcel, I discovered that [Description of Damage].

For your reference, I have attached photographs of the damaged item and the packaging.

Requesting a prompt resolution to this matter, including a replacement or refund for the damaged item.

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

Sincerely,

[Your Name]