

Product Transit Damage Communication

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an issue we encountered with our recent shipment of products, namely [insert product name or description], which was dispatched on [insert date of shipment].

Upon arrival, we discovered that the products had sustained damage during transit, specifically [describe the nature of the damage]. This not only affects the quality of the products but may also impact our timelines and customer satisfaction.

We have attached relevant photographs and documentation for your review. In light of this situation, we request your assistance in resolving the matter promptly which may include a replacement shipment or a refund for the damaged items.

We appreciate your attention to this issue and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]