

# Shipment Damage Declaration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Shipment Damage Declaration

Dear [Recipient Name],

I am writing to formally declare that the shipment received on [Insert Date of Receipt] has incurred damage during transit. The details are as follows:

- **Order Number:** [Insert Order Number]
- **Tracking Number:** [Insert Tracking Number]
- **Description of Damage:** [Brief description of the damage]

Attached are photographs of the damaged items and the shipping packaging for your reference.

Kindly let me know the next steps to resolve this matter and if any further information is needed from my side.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]