

Shipping Damage Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you about the damage that occurred during the shipping of my order, #[Order Number], which was delivered on [Delivery Date]. Upon receiving the package, I discovered that [describe the specific damage, e.g., "the item was shattered" or "there were visible dents on the packaging"].

I have attached photographs of the damaged item and the packaging for your review. According to your shipping policy, I would like to request [a refund/replacement] for the damaged item. Please let me know the next steps to resolve this issue.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]