

Grievance Regarding Damaged Shipment

Date: [Insert Date]

To,

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the shipment of [describe product] that was delivered on [delivery date]. Upon receiving the package, I noticed that it was damaged. Specifically, [describe the damage in detail].

This condition renders the product unusable and contradicts the quality assurance I expected from your company. I kindly request immediate action to resolve this issue, ideally through a replacement or refund.

Attached to this letter are photographs of the damaged shipment and the shipping invoice for your reference.

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

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]