

# Shipping Damage Report

Date: [Insert Date]

To: [Insert Recipient's Name]

Company: [Insert Company Name]

Address: [Insert Company Address]

Subject: Shipping Damage Report for Shipment [Insert Shipment ID]

Dear [Insert Recipient's Name],

I am writing to formally report damages incurred during the shipping of our recent order (Order ID: [Insert Order ID]). The shipment was scheduled for delivery on [Insert Delivery Date], but upon arrival, we noticed the following issues:

- Damage Description: [Insert Description of Damage]
- Item Affected: [Insert Item Name or SKU]
- Quantity Damaged: [Insert Number]
- Pictures Attached: [Insert Yes/No]

We kindly request your assistance in resolving this matter. Please let us know how to proceed with claims or replacements for the damaged items.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Phone: [Insert Phone Number]

Email: [Insert Email Address]