

Request for Refund on Damaged Delivery

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally request a refund for a damaged item I received from my recent order, #[Order Number], placed on [Order Date]. Unfortunately, when the package arrived on [Delivery Date], I discovered that [describe the damage, e.g., the item was broken, missing parts, etc.].

I have attached photographs of the damaged item for your reference. As per your return policy, I believe I am entitled to a full refund for the damaged product.

Please let me know the necessary steps I need to take to process my refund. I look forward to your prompt response and resolution of this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]