

Assertion Letter for Restoring Damaged Item

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally assert my request for the restoration of a damaged item, which I obtained from your store on [Purchase Date]. The item, [Item Name and Description], was found to be damaged upon [Explanation of Damage e.g., delivery, inspection].

Despite my attempts to resolve this issue through [mention any previous correspondence or communications], I have not yet received a satisfactory response. Therefore, I am compelled to write this letter to seek your assistance in restoring the item to its original condition or providing a replacement.

Please find attached copies of the relevant documents, including my purchase receipt, photographs of the damage, and any previous correspondence regarding this matter.

I appreciate your prompt attention to this issue and look forward to your response by [Insert a specific reply date]. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]