

Claim for Damaged Product Upon Receipt

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
Company Name
Company Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally request a claim for a damaged product that I received on [insert date].
The order number for this purchase is [insert order number].

Upon opening the package, I discovered that the [insert product name and description] was
damaged. Attached are photographs of the product that clearly show the damage.

I would like to request a replacement for the damaged item or a full refund. Please let me know
the next steps to resolve this matter.

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

Sincerely,
[Your Name]