

# Complaint Letter for Damaged Goods Received

[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 complain about the damaged goods I received from your company on [date of delivery]. The order number is [order number]. Upon opening the package, I discovered that [describe the damage or issue with the goods].

This has caused me considerable inconvenience, and I expected better quality based on your company's reputation. I request that you take immediate action to rectify the situation by [mention your preferred resolution, e.g., replacement, refund].

Attached to this letter are photographs of the damaged items and a copy of my order confirmation for your reference.

I look forward to your prompt response and a resolution to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]