

Subject: Issue with Damaged Goods Upon Delivery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an issue regarding my recent order, #[Order Number], which was delivered on [Delivery Date]. Unfortunately, upon receiving the package, I discovered that the items were damaged.

The following items were affected:

- [Item Name 1] - [Description of Damage]
- [Item Name 2] - [Description of Damage]
- [Item Name 3] - [Description of Damage]

I have attached photographs of the damaged goods for your reference.

I kindly request a resolution to this issue, whether that be a replacement of the damaged items or a refund. Please let me know how to proceed with this matter at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]