

Letter of Complaint for Damaged Goods

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

I am writing to formally inform you about the receipt of damaged goods due to inadequate packaging in our recent shipment (Order No: [Insert Order Number]).

The items received on [Insert Date of Receipt] included:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

Upon inspection, I found the following damages:

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

These issues appear to be a result of insufficient packaging and have caused significant inconvenience and dissatisfaction.

I kindly request a replacement for the damaged goods or a full refund at your earliest convenience. Please find attached photographs of the damaged items for your reference.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]