

# Defective Packaging Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Report of Defective Packaging

Dear [Recipient Name],

I am writing to formally report an issue regarding defective packaging received in our recent shipment dated [Insert Shipment Date]. The details of the defective items are as follows:

- **Product Name:** [Insert Product Name]
- **Order Number:** [Insert Order Number]
- **Quantity:** [Insert Quantity]
- **Description of Defect:** [Insert Description]

We have encountered packaging that is [describe the nature of the defect, e.g. damaged, inadequate, etc.], which has led to concerns regarding the quality and safety of the products inside. This may result in [mention potential consequences, e.g. customer dissatisfaction, product damage].

We request that you initiate a review of this situation and provide guidance on how to resolve this issue. Additionally, please inform us of any necessary return procedures or replacements.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]