

Subject: Complaint Regarding Damaged Product Packaging

Dear [Customer Service Team/Specific Name],

I am writing to formally express my concern regarding the product packaging of my recent order, [Order Number], which I received on [Date of Receipt]. Unfortunately, upon opening the package, I discovered that the packaging was significantly damaged.

The specific issues with the packaging include:

- [Describe the damage, e.g., torn box, crushed edges, etc.]
- [Include any other issues, e.g., missing item, leaking product, etc.]

I believe that this damage may have occurred during shipping, and I kindly request your assistance in resolving this matter. I would appreciate a replacement for the damaged product or a full refund.

Attached are photographs of the damaged packaging for your reference.

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

Sincerely,

[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]