

# Grievance Letter Regarding Damaged Furniture

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my grievance regarding the damage caused to my furniture during the recent installation conducted by your team on [installation date]. Upon completion of the installation, I noticed that the following items were significantly damaged:

- [Item 1: Description of damage]
- [Item 2: Description of damage]
- [Item 3: Description of damage]

I have attached photos of the damages for your reference. I believe that the damages occurred due to careless handling during the installation process.

I kindly request that you take immediate action to rectify this situation by either repairing or replacing the damaged items. I look forward to your prompt response to this matter.

Thank you for your attention to this grievance.

Sincerely,

[Your Name]