

Formal Complaint Regarding Damaged Package

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Customer Service Department
[Company Name]
[Company Address]
City, State, Zip Code

Dear Customer Service,

I am writing to formally complain about the damaged package I received on [Insert Delivery Date]. The tracking number for my shipment is [Insert Tracking Number]. Upon opening the package, I discovered that [describe the damage or issue with the contents, e.g., "the vase was shattered" or "the items were missing"].

I have attached photographs of the damaged items for your reference. I believe this issue requires immediate attention, and I would appreciate a resolution, such as a replacement or refund, at your earliest convenience.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information needed. I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]