

# Complaint Regarding Damaged Audio-Video Materials

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Library Manager

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear Library Manager,

I am writing to formally express my concern regarding the condition of several audio-video materials available in our library. On [insert date of visit], I discovered that the following items were damaged:

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

This damage not only affects the enjoyment and usability of these materials but also undermines the quality of the library's collection. I kindly request that these items be assessed and either repaired or replaced.

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

Sincerely,

[Your Name]