

Notification of Damage

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally notify you about the damage incurred to our recent shipment received on [Insert Date], which was delivered under tracking number [Insert Tracking Number]. Upon inspection, we found that the items were damaged due to insufficient packaging.

The following items were affected:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

We expected the goods to be well-protected during transit, and unfortunately, the poor packaging has resulted in [briefly describe the damage]. This has caused us inconvenience and additional costs.

We kindly request that you take immediate action to address this matter, including a review of your packaging practices to prevent future occurrences. Additionally, we would appreciate your guidance on how to proceed with compensation for the damaged items.

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]