

Letter of Appeal for Replacement of Damaged Merchandise

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a replacement for merchandise that I received in a damaged condition. The order number is [Insert Order Number], and it arrived on [Insert Delivery Date].

Upon opening the package, I discovered that [describe the damage and the item]. I have attached photographs for your reference.

As per your company's return policy, I would like to initiate the replacement process. I appreciate your attention to this matter and look forward to a prompt resolution.

Thank you for your understanding.

Sincerely,

[Your Name]