

Grievance Letter for Damaged Items

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding damaged items I received from [Company Name] on [Date of Delivery]. Upon inspection, I found that the following items were damaged:

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

Attached are photographs of the damaged items for your reference. I believe that these damages may have occurred during shipping and handling.

I kindly request that you address this issue by [suggest resolution, e.g., providing replacements, issuing a refund, etc.]. Your prompt attention to this matter would be greatly appreciated in order to rectify the inconvenience this has caused.

Thank you for your understanding and support. I look forward to your swift response.

Sincerely,

[Your Name]