

Issue Report for Damaged Goods in Transit

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally report an issue regarding goods that were received in a damaged condition. Details of the shipment are as follows:

- **Order Number:** [Insert Order Number]
- **Shipment Date:** [Insert Shipment Date]
- **Tracking Number:** [Insert Tracking Number]
- **Description of Goods:** [Insert Description]
- **Condition upon Arrival:** [Insert Condition]

The damage was noted upon receipt of the goods, and we have attached photographs for your reference. We request that you address this matter at your earliest convenience.

Thank you for your attention to this issue. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]