

# Complaint Regarding Damaged Goods

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about the damaged goods I received from my recent order placed on [Order Date]. The order number is [Order Number]. Upon opening the package, I discovered that [describe the specific damage or issue with the goods].

This is quite disappointing as I had high expectations based on your company's reputation for quality products. I kindly request a replacement for the damaged goods or a full refund at your earliest convenience.

Attached are photographs of the damaged items along with a copy of the invoice.

I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]