

Complaint Letter for Broken Items in Delivery

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[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 condition of items received in my recent order #[Order Number] placed on [Order Date]. Upon delivery on [Delivery Date], I discovered that several items were broken/damaged.

The following items were affected:

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

I kindly request a resolution to this matter, either through a replacement of the damaged items or a full refund. Enclosed are photographs of the damaged items for your reference.

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

Sincerely,

[Your Name]