

# Complaint Letter for Damaged Shipment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about a shipment that was received in damaged condition. The shipment was sent on [Shipment Date] and was expected to arrive on [Expected Delivery Date]. However, upon receiving the package, I noticed that [describe the damage in detail].

Order Number: [Insert Order Number]

Tracking Number: [Insert Tracking Number]

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

Sincerely,

[Your Name]