

Complaint Regarding Packaging Damage

Date: [Insert Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with packaging damage affecting products I recently purchased from your company. On [insert purchase date], I ordered [insert product name(s)] with order number [insert order number].

Upon receiving the shipment on [insert delivery date], I noticed that the packaging was severely damaged, which resulted in the following issues:

- [Describe the first issue caused by the damage]
- [Describe the second issue caused by the damage]
- [Add more issues if necessary]

This experience has been frustrating, as I expected better quality control and packaging from your reputable company. I kindly request that you address this matter promptly by [insert your request - e.g., a refund, replacement, etc.].

I appreciate your attention to this issue and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]