

Validation for Replacement of Broken Item

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your request for the replacement of the broken item, [Insert Item Description], has been duly validated. We apologize for any inconvenience this may have caused.

Details of the Replacement:

- Item Description: [Insert Item Description]
- Order Number: [Insert Order Number]
- Date of Purchase: [Insert Purchase Date]

We will process the replacement and you should receive your new item within [Insert Time Frame]. Please keep the original item for our records.

If you have any further questions or concerns, feel free to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]