

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service
Transportation Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally complain about the condition in which my goods were delivered on [insert date]. The items, which were transported under tracking number [insert tracking number], were received in a damaged state.

The specific damages included [describe the damages or issues briefly]. Such conditions are unacceptable, as I had expected my goods to be handled with care and delivered intact.

I request that you investigate this matter and inform me of how you plan to rectify this situation. Additionally, I would appreciate information regarding your claims process for damaged goods.

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

Sincerely,
Your Name