

Request for Refund Due to Damaged Goods

To: [Transportation Service Provider Name]

Address: [Transportation Service Provider Address]

Date: [Current Date]

Dear [Transportation Service Provider],

I am writing to formally request a refund for the damaged goods that were transported to me on [Date of Delivery]. The items in question are as follows:

- Item 1: [Description]
- Item 2: [Description]
- Item 3: [Description]

Upon receipt of the shipment, I noticed that the items were damaged. Specifically, [describe the nature of the damage]. I have attached photographs of the damaged goods and the original invoice for your reference.

According to our agreement, I believe I am entitled to a refund for the damaged items. I kindly ask that you process this request at your earliest convenience. Please let me know if you require any further information to expedite the refund process.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]