

Damage Claim for Shipping Errors

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a damage claim regarding the recent shipment (Tracking Number: [Insert Tracking Number]) received on [Insert Delivery Date]. Unfortunately, the items suffered [describe the damage, e.g., significant damage, missing parts, etc.] during transit.

Details of the shipment:

- Order Number: [Insert Order Number]
- Items Damaged: [List items]
- Description of Damage: [Describe the damage]

Attached are the photographs of the damaged items along with the shipping invoice and any other necessary documentation for your review.

Kindly process this damage claim at your earliest convenience and inform me of the next steps to take. You may reach me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]