

Complaint Regarding Damaged Goods

To Whom It May Concern,

I am writing to formally complain about the transportation service provided by your company regarding my recent shipment (Tracking No: 123456) dated [Insert Date].

Upon delivery, I noticed that several items were damaged, including:

- Item 1: Description of damage
- Item 2: Description of damage

This is unacceptable, as I expected my goods to arrive in perfect condition. I have attached photographs of the damaged items for your reference.

I kindly request a full investigation into this matter and appropriate compensation for the damages incurred. I would appreciate your prompt attention to this issue.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]

[Your Email]