

Letter of Complaint for Damaged Goods Return

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally complain about the damaged goods I received from your company on [Date of Receipt]. The order number is [Order Number] and the item(s) in question are [Item(s) Description].

Upon unboxing the products, I discovered that [describe the damage or defect]. This is unacceptable, and I request a full refund or replacement of the damaged item(s).

Please find attached [mention any attached documents, such as photographs of the damaged goods or a copy of the receipt].

I expect a prompt response to this issue and would appreciate instructions on how to proceed with the return process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]