

Follow-up on Damaged Item Return Process

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 follow up on the return process for the damaged item (Order Number: [Insert Order Number]) that I reported on [Insert Date of Initial Report]. I sent the item back as per your instructions but have not yet received confirmation of the return nor a replacement/refund.

I would appreciate it if you could provide an update regarding the status of my return. Thank you for your attention to this matter.

Looking forward to your prompt response.

Sincerely,

[Your Name]