

Notification of Damaged Product Receipt

Date: [Insert Date]

To: [Supplier/Company Name]

From: [Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Supplier/Company Name],

I am writing to notify you that we received the product(s) listed below in a damaged condition:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Quantity: [Insert Quantity]
- Description of Damage: [Brief Description]

We request your guidance on how to proceed in addressing this matter, whether through replacement or refund. Please let us know the next steps at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]