

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I received a gift from your company, [describe the gift], but unfortunately, it arrived damaged/defective.

The issues I have encountered are as follows: [briefly describe the damage or defect]. I have attached photographs to illustrate the problem.

I would like to request a return for the damaged gift. Please let me know the necessary steps to proceed with the return or if I can exchange it for a new item.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]