

# Request for Replacement of Damaged Item

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Company Name]**

[Company Address]

[City, State, Zip Code]

Dear [Company Name or Customer Service Team],

I am writing to request a replacement for a damaged item that I purchased from your store on [Purchase Date]. The item, [Item Description], was found to be damaged upon delivery/receipt.

Order Number: [Order Number]

Item Description: [Item Description]

Damage Description: [Description of Damage]

I have attached photos of the damaged item for your review.

As per your company's policy regarding damaged items, I kindly request a replacement at your earliest convenience. Please let me know if you require any further information to process my request.

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

Sincerely,

[Your Name]