

# Notification of Damaged Product

Dear [Seller's Name],

I hope this message finds you well. I am writing to inform you that I recently received my order #[Order Number] placed on [Order Date], and unfortunately, the product arrived damaged.

The item in question is [Product Name/Description]. Upon opening the package, I noticed [describe the damage clearly, e.g., cracks, missing parts, etc.]. I have attached photographs for your reference.

Given the circumstances, I would appreciate your guidance on how to proceed. I would prefer [a replacement/refund], if possible. Please let me know the next steps to resolve this issue.

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

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Address]