

Damaged Product Claim Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Claim for Damaged Product

Dear [Company Name/Customer Service],

I am writing to formally submit a claim regarding a damaged product I received from your company on [date of delivery]. The product in question is [describe the product, including model number, order number, etc.].

Upon receiving the package, I noticed that [describe the damage in detail, e.g., "the item was cracked and not functioning as intended"]. I have attached photographs to illustrate the damage for your reference.

According to your return policy, I understand that I am entitled to a replacement or refund for products that arrive damaged. I would appreciate your prompt assistance in resolving this matter.

Thank you for your attention to this issue. I look forward to your swift response.

Sincerely,

[Your Name]