

Damaged Product Appeal

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Team/Specific Name],

I am writing to formally appeal regarding a product I ordered from your company on [Order Date] with Order Number: [Order Number]. Unfortunately, upon receiving the item on [Delivery Date], I discovered that it was damaged.

Details of the damage include: [Brief Description of the Damage]. I have attached photographs of the product for your reference.

Given the circumstances, I kindly request a replacement or a full refund for the damaged product. I have always appreciated the quality of your products and hope to resolve this matter amicably.

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

Sincerely,

[Your Name]