

Letter of Appeal for Return of Damaged Construction Products

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for the return of construction products that were delivered in a damaged condition on [insert delivery date]. The order number is [insert order number].

Upon inspection of the products, I discovered that [briefly describe the damages]. These issues render the items unusable for our ongoing project, and we are unable to proceed as planned.

As per your return policy, I kindly request your assistance with the process of returning these damaged products and obtaining replacements. I have attached photographs of the damaged items for your reference.

Thank you for your attention to this matter. I look forward to your prompt response so that we can resolve this issue swiftly.

Sincerely,

[Your Name]

[Your Position, if applicable]