

Letter of Concern Regarding Damaged Rental Items

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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 express my concern regarding the condition of some rental items that were recently returned to your facility. During the check-in process, I noticed that the following items were damaged:

- [Item 1] - [Description of Damage]
- [Item 2] - [Description of Damage]
- [Item 3] - [Description of Damage]

This damage is concerning as it affects the quality of your service and may lead to further issues if not addressed. I kindly request that you provide guidance on how you would like to proceed with resolving this matter.

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

Sincerely,

[Your Name]