

Complaint Regarding Damaged Item

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

To Whom It May Concern,

I am writing to formally lodge a complaint regarding a damaged item that was delivered to me on [Delivery Date]. The tracking number for this shipment is [Tracking Number]. Upon receipt, I discovered that the item was significantly damaged, rendering it unusable.

The item in question is [Description of the Item]. The damage includes [Describe the Damage]. I have attached photographs of the damaged item for your reference.

As a valued customer, I expected a higher standard of service from [Postal Service Name]. I kindly request a resolution to this matter, which may include a replacement of the item or a full refund.

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

Sincerely,

[Your Name]