

Request for Replacement of Damaged Educational Materials

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Institution Name: [Institution Name]

Address: [Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the replacement of damaged educational materials that were provided to [Name of the Class/Program] at [Institution Name].

Unfortunately, during [brief explanation of how the damage occurred], several of the materials, including [list specific items], were damaged and are no longer usable. These materials are essential for the ongoing educational activities and the effective learning of our students.

I kindly ask for your assistance in providing replacements for these items at your earliest convenience. We greatly appreciate your support and look forward to continuing our educational collaboration.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Institution Name]

[Your Address]