

Letter of Demand for Substitution of Damaged Devices

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally demand the substitution of devices that were delivered to me on [Insert Delivery Date] and were found to be damaged. The details of the devices are as follows:

- Device Name: [Insert Device Name]
- Model Number: [Insert Model Number]
- Serial Number: [Insert Serial Number]

Upon receipt, I discovered that [Briefly Describe Damages]. Despite my previous attempts to resolve this matter informally, I have not received a satisfactory response from your team.

I kindly request that you arrange for the substitution of the damaged devices by [Insert Desired Resolution Date]. I believe that it is in our mutual interest to resolve this swiftly and amicably.

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

Sincerely,

[Your Name]