

Follow-Up Apology for Damaged Item

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the damaged item I received on [date of receipt]. I sincerely apologize for any inconvenience this may have caused.

Upon opening the package, I noticed that [describe the damage briefly], making it unusable for my needs. I appreciate your prompt attention to this matter, and I am hopeful that we can find a resolution swiftly.

Thank you for your understanding and support. I look forward to your reply.

Best regards,

[Your Name]