

Assertion for Accountability on Damaged Goods

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally assert accountability regarding the damaged goods received under invoice number [Insert Invoice Number] dated [Insert Invoice Date]. Upon receiving the shipment, it became evident that several items were damaged and not in the condition as advertised.

The details of the damaged items are as follows:

- Item 1: [Description of Item 1] - [Condition]
- Item 2: [Description of Item 2] - [Condition]
- Item 3: [Description of Item 3] - [Condition]

According to our agreement and the terms of service, I request a prompt resolution to this matter, which may include replacement of the damaged goods or a full refund. I have attached photographs of the damaged items and any relevant documentation for your reference.

Please respond to this assertion by [Insert Response Deadline] so we can address this issue quickly.

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

Sincerely,

[Your Name]