

# Claim for Reimbursement Due to Damaged Products

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request reimbursement for damaged products that I received in a recent order (Order Number: [Insert Order Number]) on [Insert Order Date]. Upon receiving the package on [Insert Delivery Date], I discovered that the following items were damaged:

- [Product Name and Description]
- [Product Name and Description]
- [Product Name and Description]

I have attached photographs of the damaged items for your reference. According to your return policy, I believe I am entitled to a full reimbursement for these products.

Please let me know how to proceed with this claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,  
[Your Name]