

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the reimbursement process regarding a recent delivery that was unfortunately damaged upon arrival.

The details of the order are as follows:

- Order Number: [Order Number]
- Delivery Date: [Delivery Date]
- Item Description: [Description of Damaged Item]

Upon receiving the package, I noticed that it was damaged. I have attached photographs of the damaged item and packaging for your reference. Given the circumstances, I would appreciate your guidance on how to proceed with the reimbursement request.

Thank you for your immediate attention to this matter. I look forward to your prompt response so we can resolve this issue efficiently.

Sincerely,  
[Your Name]