

# Request for Compensation for Damaged Goods

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request compensation for goods that were damaged during shipment on [insert date of delivery]. The items in question include [list the damaged items], which were received in an unsatisfactory condition.

Enclosed are copies of the relevant documents, including the shipping invoice, photographs of the damaged items, and any other supporting material.

As per our agreement and your company's policy, I kindly ask for the compensation process to be initiated at your earliest convenience. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]