

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

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service Manager/Specific Contact Name],

I am writing to formally complain about the condition of the items I received in my recent order ([Order Number]), which was delivered on [Delivery Date]. Unfortunately, the package was damaged upon arrival, resulting in [briefly describe the damage or issues with the items].

I have attached photographs of the damaged items for your reference.

Thank you for your understanding.

Sincerely,
[Your Name]