

Parcel Damage Inquiry

Dear [Recipient's Name],

I am writing to bring to your attention an issue regarding the parcel I received on [date of delivery]. Unfortunately, the parcel was damaged upon arrival.

The tracking number for this shipment is [tracking number]. Upon inspection, I noticed that [describe the damage in detail, e.g., the package was crushed, the item inside was broken, etc.].

Attached are photographs of the damaged parcel and its contents for your reference.

I would appreciate your guidance on how to proceed with this matter and whether a replacement or refund is possible.

Thank you for your prompt attention to this issue.

Sincerely,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]