

# Shipment Damage Investigation

Date: [Insert Date]

To: [Insert Recipient Name]

Company: [Insert Company Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Insert Recipient Name],

I am writing to formally request an investigation into the damage sustained during the shipment of goods from [Insert Origin] to [Insert Destination], detailed in invoice/order number [Insert Invoice/Order Number].

Upon receipt of the shipment on [Insert Received Date], it was observed that the following items were damaged:

- [Insert Item Description 1]
- [Insert Item Description 2]
- [Insert Item Description 3]

We have attached photos of the damaged items and the packaging for your reference. The damages have caused significant disruption to our operations, and we would appreciate your prompt attention to this matter.

Please provide us with a timeline for the investigation and any potential resolution. We look forward to your swift response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]