

# Shipping Damage Report

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company:** [Recipient's Company]

**Address:** [Recipient's Address]

**Subject:** Shipping Damage Report for Order #[Insert Order Number]

Dear [Recipient's Name],

I am writing to formally report damage sustained during the shipping of our recent order #[Insert Order Number], which was delivered on [Insert Delivery Date].

The following items were found to be damaged:

- [Item Description 1] - [Description of Damage]
- [Item Description 2] - [Description of Damage]
- [Item Description 3] - [Description of Damage]

Attached you will find photographs of the damaged items and the packaging for your review.

Please let us know how to proceed in resolving this issue. We appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]