

Transportation Damage Notification

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of damage incurred during the transportation of goods referenced in our order number [Insert Order Number]. The items were shipped on [Insert Shipment Date] and were received on [Insert Receipt Date].

Upon inspection, we found the following damages:

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

We would appreciate your prompt attention to this matter and would like to request the necessary procedures to resolve this issue, including compensation for the damages incurred. Please find attached photographs and documents related to the damage for your review.

Thank you for your cooperation and understanding. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]