

Letter of Sorrow for Damaged Article

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere sorrow regarding the condition of the article I recently received, [describe the article]. Unfortunately, upon arrival, I noticed that it was [describe the damage].

This situation has left me quite disappointed, as I was looking forward to [mention the intended use or purpose of the item]. I trust that this was an isolated incident, and I appreciate any assistance you could provide in resolving this matter.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]