

Return Request for Partially Damaged Goods

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service Department

Company Name

Company Address

City, State, Zip Code

Dear Customer Service Team,

I am writing to formally request the return of a product from my recent order (Order Number: [insert order number]), which I received on [insert delivery date]. Unfortunately, upon inspection, I discovered that some items were partially damaged.

The affected items are as follows:

- Item Name 1 - Description of damage
- Item Name 2 - Description of damage

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

Sincerely,

[Your Name]