

Damaged Goods Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I am writing to formally request a claim for damaged goods received in our recent bulk order (Order Number: [Insert Order Number]) dated [Insert Order Date]. Upon inspecting the delivery, we discovered that a portion of the goods has sustained significant damage, rendering them unsuitable for sale.

Details of the damaged goods are as follows:

- Item Description: [Insert Item Description]
- Quantity Ordered: [Insert Quantity]
- Quantity Damaged: [Insert Quantity]
- Nature of Damage: [Briefly describe the damage]

We request that you replace the damaged items or issue a refund for the affected goods. Please find attached photographs of the damage for your reference.

I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]