

# Damaged Goods Claim Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Supplier's Name  
Supplier's Address  
City, State, Zip Code

Dear [Supplier's Name],

I am writing to formally submit a claim for damaged goods we received in our recent shipment (Order Number: [Order Number]) dated [Date of Order]. Upon inspection of the products, we found that the following items were damaged:

- Item 1: [Description of item and the nature of the damage]
- Item 2: [Description of item and the nature of the damage]
- Item 3: [Description of item and the nature of the damage]

Enclosed with this letter, please find photographs of the damaged goods as well as a copy of the shipping receipt for your reference.

As per our agreement and your company's policy, I would like to request a replacement for the damaged items or a full refund. We appreciate your prompt attention to this matter and look forward to your response within the next [number of days, e.g., 7 days].

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]