

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Company Name

Company Address

City, State, Zip Code

Dear Recipient's Name,

I am writing to formally file a claim for damaged goods regarding my recent furniture delivery (Order Number: [Your Order Number]) received on [Delivery Date]. Upon inspection of the items delivered, I found that [describe the damages, e.g., "the dining table has a significant scratch on the surface," or "the chair legs are broken"].

Attached to this letter are photographs of the damaged items as well as a copy of the delivery receipt for your reference.

In accordance with your company's policy, I would like to request a replacement for the damaged items and guidance on how to proceed with this claim. Please let me know if any further information is required.

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

Sincerely,

[Your Name]