

# Damaged Goods Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally file a claim for the damaged goods received from shipment [Insert Shipment ID or Tracking Number] on [Insert Delivery Date]. Upon inspection, I discovered that the following items were damaged:

- [Description of Damaged Item 1]
- [Description of Damaged Item 2]
- [Description of Damaged Item 3]

Attached are photographs of the damaged goods along with a copy of the bill of lading and any relevant documentation to assist with the processing of my claim.

According to our agreement, I expect to receive a full refund or replacement for the damaged items within [Insert Time Frame]. Please let me know if any further information is required.

Thank you for your prompt attention to this matter. I look forward to resolving this issue quickly.

Sincerely,

[Your Name]