

Damaged Goods Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Name],

I am writing to formally claim for damaged goods received from my recent online purchase. The order number is [Insert Order Number], and the items were delivered on [Insert Delivery Date].

Upon opening the package, I discovered that [describe the damage or issue with the item]. The extent of the damage is [briefly explain the seriousness of the damage].

Enclosed are photographs of the damaged items, along with copies of my purchase receipt and the shipping confirmation.

I kindly request a refund or replacement for the damaged goods as per your return policy. I look forward to your prompt response to this matter.

Thank you for your attention.

Sincerely,

[Your Name]