

Damaged Goods Claim Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Supplier/Company Name

Company Address

City, State, Zip Code

Dear [Supplier/Company Name],

I am writing to formally claim damages on the goods I received from your company on [insert date of delivery]. The order number is [insert order number]. Upon opening the package, I discovered that the following items were damaged:

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

Attached are the photos of the damaged items and a copy of my purchase receipt for your reference.

I kindly ask for a replacement or a full refund for the damaged goods at your earliest convenience. Please let me know how you would like to proceed with this claim.

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

Sincerely,
[Your Name]