

# Damaged Goods Claim Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Retail Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Store Manager's Name],

I am writing to formally file a claim regarding damaged goods purchased from your store on [purchase date]. The details of the transaction are as follows:

- Order Number: [Order Number]
- Item Description: [Item Name/Description]
- Purchase Price: [Price]

Upon receipt of the item, I discovered that it was [describe the damage, e.g., broken, defective, etc.]. I have attached photographs and a copy of the receipt for your reference.

I would appreciate it if you could process a refund or exchange for this item at your earliest convenience. Please let me know how to proceed with this claim.

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

Sincerely,

[Your Name]