

# Damaged Goods Claim

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Customer Service  
Shipping Company Name  
Shipping Company Address  
City, State, Zip Code

Dear Customer Service Representative,

I am writing to formally file a claim for damaged goods resulting from a shipment I received on [insert date]. The tracking number for this shipment is [insert tracking number].

Upon opening the package, I discovered that the following items were damaged:

- Item 1: [Description of the item]
- Item 2: [Description of the item]

I have attached photographs of the damaged goods, as well as a copy of the shipping receipt for your reference.

According to your policy, I would like to request a replacement of the damaged items or a full refund. Please let me know the next steps I need to take in order to facilitate this claim.

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

Sincerely,  
[Your Name]