

# Damaged Goods Claim

Date: [Insert Date]

To,

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Department/Specific Name],

I am writing to formally file a claim regarding damaged goods received under warranty. The details of the product are as follows:

- Product Name: [Insert Product Name]
- Model Number: [Insert Model Number]
- Purchase Date: [Insert Purchase Date]
- Order Number: [Insert Order Number]

Upon receiving the product, I noticed that it was damaged. [Brief description of the damage and any relevant circumstances]. I have attached photographs showing the condition of the item upon arrival.

According to your warranty policy, I kindly request a replacement or repair for the damaged item. I would appreciate your prompt attention to this matter.

Thank you for your assistance. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]