

# Shipping Agreement Clarification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to clarify certain aspects of our shipping agreement concerning the delivery of goods that were identified as damaged upon arrival.

According to our records and the terms of our shipping agreement dated [Insert Agreement Date], we would like to address the following points:

- **Description of Damaged Goods:** [Insert Description]
- **Delivery Date:** [Insert Delivery Date]
- **Order Number:** [Insert Order Number]
- **Previous Correspondence:** [Insert Dates of Previous Correspondence if any]

We request a detailed report on the condition of the goods upon delivery and any relevant documentation related to the shipping process to further assist in our claim for damages.

Thank you for your cooperation in this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]