

# Damaged Goods Notification

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

I am writing to formally notify you about the receipt of goods that were damaged upon delivery. We received the shipment with reference number [Insert Reference Number] on [Insert Delivery Date].

Upon inspection, the following items were found to be damaged:

- [Item 1: Description of Damage]
- [Item 2: Description of Damage]
- [Item 3: Description of Damage]

We kindly request your guidance on how to proceed with this matter. Please advise on the process for returning the damaged goods and receiving replacements or a refund.

Thank you for your prompt attention to this issue. We look forward to your swift response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]