

Damage Report Inquiry

Date: [Insert Date]

To: [Shipping Company Name]

Attn: Customer Service Department

Subject: Inquiry Regarding Shipment Damage Report

Dear [Shipping Company Name],

I hope this message finds you well. I am writing to inquire about the damage report for our recent shipment (Tracking Number: [Insert Tracking Number]), which was sent on [Insert Shipment Date]. Upon receiving the package, we noticed that the items were damaged.

Details of the Shipment:

- Order Number: [Insert Order Number]
- Shipped Items: [List of Items]
- Description of Damage: [Brief Description]

We would appreciate if you could provide us with the process to file a formal damage report and any necessary documentation required for this matter. Our expectation is to resolve this issue promptly and ensure customer satisfaction.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]