Notification of Damaged Product

Date: [Insert Date]

To: [Name of the Recipient]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you regarding a damaged product that I received from your company, [Product Name and Model]. The item was delivered on [Delivery Date], and upon opening the package, I discovered that it was [describe the damage, e.g., "broken", "scratched", "not functioning"].

In accordance with your company's policy, I would like to request a compensation for the damaged product. Attached are photographs of the damage along with a copy of the receipt and shipping documents for your reference.

Thank you for your attention to this matter. I look forward to your prompt response regarding the compensation process.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]