

Defective Item Inquiry for Damages Recovery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inquire about the defective item I purchased from your company on [insert purchase date], with the order number [insert order number]. Unfortunately, upon receiving the item, I discovered that it was damaged and did not meet the quality standards expected.

The details of the damaged item are as follows:

- Item Description: [Insert Item Description]
- Defect Description: [Insert Defect Description]
- Purchase Price: [Insert Purchase Price]

I request that you initiate the damages recovery process for the defective item and inform me about the next steps. Additionally, please let me know if you require any further information or documentation from my side.

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

Sincerely,

[Your Name]