

Product Delivery Acknowledgment

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

Subject: Acknowledgment of Delivery of Damaged Goods

This letter serves to formally acknowledge the receipt of the goods delivered on [Insert Delivery Date]. However, upon inspection, we regret to inform you that the following items were found to be damaged:

- Item Name 1 - [Specify Damage]
- Item Name 2 - [Specify Damage]
- Item Name 3 - [Specify Damage]

We kindly request that you address this issue at your earliest convenience. Please provide instructions on how to return the damaged items and arrange for replacements.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]