

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the delivery of damaged goods that I received on [delivery date]. The order number is [order number]. Upon opening the package, I discovered that the following items were damaged:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

These items were crucial for [mention any reason or urgency for needing the items], and their condition has caused inconvenience and disappointment.

I would appreciate it if you could arrange for a replacement or a refund for the damaged items. Attached are copies of the receipt and photographs of the damaged goods for your reference.

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

Sincerely,
[Your Name]