

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

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally file a complaint regarding the damage to my property during a recent delivery by your company on [date of delivery]. The items delivered included [briefly describe the items], and upon receipt, I discovered that [describe the specific damage].

This damage has caused [explain any inconvenience or financial impact]. I have attached photographs of the damage along with any relevant documents for your review.

I would appreciate your prompt attention to this matter and request that you provide a resolution by [desired resolution date]. Thank you for addressing this issue quickly.

Sincerely,
[Your Name]