

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

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

Dear [Recipient's Name],

I am writing to formally complain about a recent incident involving the delivery of my mail. On [date of delivery], I received a package that was significantly damaged upon arrival. The package contained [description of contents], which were also damaged as a result.

This incident has caused me significant inconvenience and distress, as well as potential financial loss. I expected that my mail would be handled with care and delivered in good condition.

I would like to request that you investigate this matter and provide me with an explanation. Additionally, I would appreciate any assistance you can offer to rectify this situation, including [mention any specific resolutions you seek, e.g., refund, replacement].

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

Sincerely,
[Your Name]