

Invoice Refund Appeal for Damaged Goods

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 request a refund for damaged goods related to Invoice #[Invoice Number] dated [Invoice Date]. Upon receiving the shipment, I noticed that [describe the damage or issue with the goods].

As per the terms of our agreement and your company's refund policy, I believe I am entitled to a full refund for the damaged items. I have attached copies of the invoice and photographs of the damaged goods for your reference.

I appreciate your prompt attention to this matter and look forward to your response regarding the next steps for processing the refund. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your understanding.

Sincerely,

[Your Name]