

Adjustment Letter for Partial Refund Due to Damaged Goods

An **adjustment letter for partial refund due to damaged goods** is a formal communication sent by a buyer to a seller, requesting compensation for receiving products that are defective or damaged. This letter details the issue, specifies the extent of the damage, and proposes a partial refund as a resolution. It serves to maintain a professional relationship while ensuring the buyer's concerns are addressed promptly.

Sample Template

Dear [Seller's Name],

I am writing to inform you that the goods delivered on [delivery date] were partially damaged upon receipt. After careful inspection, we found that [describe damage]. Given this situation, we request a partial refund of [amount or percentage] to compensate for the damaged items. Please advise on the next steps to resolve this matter amicably.

Thank you for your prompt attention.

Sincerely,

[Your Name and Contact Information]