

Sample Adjustment Letter for Quick Replacement of Broken Item

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

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

Subject: Request for Quick Replacement of Broken Item â€œ Order #[Order Number]

Dear [Recipient Name],

I am writing to bring to your attention an issue I experienced with my recent order (Order #[Order Number]), which I received on [Date of Receipt]. Upon opening the package, I discovered that the [Product Name/Description] was unfortunately broken/damaged.

I have attached photographs of the damaged item as well as a copy of my purchase receipt for your reference. As I require this product urgently, I kindly request a prompt replacement. Please let me know if you need the damaged item returned for your inspection or any further details to facilitate the process.

I appreciate your immediate attention to this matter, as your cooperation will greatly help in resolving this inconvenience swiftly. I trust in your commitment to customer satisfaction and look forward to your positive response.

Thank you for your prompt assistance.

Sincerely,
[Your Name]