

# Adjustment Letter Sample for Damaged Goods Received

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

[Supplier Name]  
[Supplier's Company Name]  
[Supplier's Address]  
[City, State ZIP Code]

Subject: Adjustment Request for Damaged Goods Received (Order #[Order Number])

Dear [Supplier's Contact Person],

I am writing to inform you that our recent order (Order #[Order Number], placed on [Order Date] and delivered on [Delivery Date]) arrived with some items found to be damaged upon inspection. Specifically, the following item(s) showed signs of damage:

- [Item Name/Description] â€“ [Quantity] â€“ [Nature of Damage]
- [Item Name/Description] â€“ [Quantity] â€“ [Nature of Damage]

We have attached photographs of the damaged goods for your reference.

To resolve this matter, we kindly request the replacement of the affected items at your earliest convenience. If replacement is not possible, we would appreciate a credit or refund for the damaged portion of the shipment.

Please let us know how you wish to proceed. We appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]