

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

Date: [Date]

To:  
[Vendor/Supplier Name]  
[Vendor Address]  
[City, State, ZIP Code]

Subject: **Request for Invoice Adjustment Due to Damaged Goods Received (Invoice #[Invoice Number])**

Dear [Vendor/Supplier Representative's Name],

I am writing to formally request an adjustment to invoice #[Invoice Number], dated [Invoice Date], pertaining to our recent order #[Purchase Order Number] delivered on [Delivery Date]. Upon inspection of the shipment, we observed that some of the goods were received in a damaged condition, as detailed below.

**Details of Damaged Goods:**

Product Code/Name	Description of Damage	Quantity Damaged	Unit Price	Total Value (Damaged)
[Product 1]	[Description of Damage 1]	[Quantity 1]	[Unit Price 1]	[Total Value 1]
[Product 2]	[Description of Damage 2]	[Quantity 2]	[Unit Price 2]	[Total Value 2]

The damages include [brief summary of damages, e.g. "broken packaging, cracks, and signs of water damage"]. Attached are photographs and inspection reports for your reference and records.

In line with our agreement and standard business practices, we kindly request the following adjustment(s) to the original invoice:

- Issue of credit note for the total value of damaged goods.
- Replacement of the damaged items at your earliest convenience *or* a revision of the invoice reflecting a reduction in the billed amount.

Please confirm receipt of this letter and advise us of the steps to process the requested adjustments. We appreciate your prompt attention to this matter and look forward to your cooperation in resolving the issue amicably.

If you require additional information or documentation, please let us know.

Thank you for your continued support.

Sincerely,  
  
[Your Name]  
[Your Position/Title]  
[Your Company Name]

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Enclosures: Photographic evidence and inspection report  
CC: [Relevant Parties, if any]