

Sample Adjustment Letter with Credit Note for Damaged Goods

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Adjustment Letter and Issuance of Credit Note for Damaged Goods

Thank you for bringing to our attention the issue concerning the damaged goods received with your recent order (Invoice No.: [Invoice Number], dated [Invoice Date]).

We sincerely apologize for any inconvenience caused by this situation. Upon reviewing your claim and the supporting documents, we have confirmed the damage to the following items:

- Product Name/Description: [Insert Item Name/Description]
- Quantity Damaged: [Insert Quantity]
- Order/Batch Number: [Insert Number]

As a gesture of our commitment to quality and customer satisfaction, we have issued a credit note in the amount of [Insert Amount] (Credit Note No.: [Insert Credit Note Number]). The credit note may be applied against your current or future purchases with us.

Enclosed/Attached, please find a copy of the credit note for your records.

If you require replacement goods, kindly inform us and we will arrange for prompt shipment. Should you have any further questions or require additional assistance, please feel free to contact us directly at [Contact Information].

We value your business and appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Position/Title]

[Company Name]

[Contact Information]