

**[Your Name/Company Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Supplier/Shipping Company Name]**

[Supplier Address]

[City, State, ZIP Code]

**Subject: Adjustment Request for Goods Damaged in Transit**

Dear [Recipient Name],

I am writing to inform you that the goods delivered under order number **[Order Number]** on **[Delivery Date]** arrived in a damaged condition. Upon inspection, the following items were found to be damaged:

- [Item 1]: [Describe nature and extent of damage]
- [Item 2]: [Describe nature and extent of damage]

Enclosed/attached are photographs and supporting documentation for your reference.

In accordance with our agreement and your stated policies on transit damage, I kindly request that you **[replace the damaged goods/provide a refund/issue a credit note]** at your earliest convenience. Please advise on the procedures for returning the damaged goods, if required.

I trust that you will process this request promptly to avoid further inconvenience. Please let me know if you require any additional information or documentation to facilitate the claim.

Thank you for your attention to this matter. I look forward to your swift response and resolution.

Sincerely,

**[Your Name]**

[Your Position, if applicable]

[Company Name, if applicable]