

# Sample Adjustment Letter for Damaged Goods Received

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

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

Subject: Notification of Damaged Goods Received & Request for Adjustment

Dear [Supplier's Name],

I am writing to formally notify you that our company received the shipment for Purchase Order No. [P.O. Number] on [Date of Receipt], and upon inspection, we found that part/all of the goods were damaged.

The details of the damaged items are as follows:

- **Item Name/Description:** [Provide details]
- **Quantity:** [Number]
- **Nature of Damage:** [Describe the issue, e.g., broken packaging, physical damage, spoilage]

Please find attached photos and an inspection report documenting the condition of the goods upon arrival.

We kindly request [choose one: a replacement shipment / a full refund / a credit to our account], as per our agreement. Please advise on the procedure for returning the damaged products, if required.

We value our business relationship and trust that you will resolve this issue promptly. Please respond at your earliest convenience to confirm the next steps.

Thank you for your attention to this matter.

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