

Sample Letter for Damaged Goods Complaint

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

[Supplier/Seller Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Supplier/Seller Name],

I am writing to bring to your attention an issue regarding a recent purchase I made from your store/website. On [Purchase Date], I received the goods referenced by invoice/order number [Order Number]. Unfortunately, upon inspection, I discovered that the following item(s) arrived damaged:

- **[Product Name & Description]** â€“ [Description of Damage]
- **[Product Name & Description]** â€“ [Description of Damage]

Attached, please find photographs of the damaged goods and a copy of my purchase receipt for your reference. I kindly request a prompt resolution to this matter. I would prefer a [replacement/refund/repair] for the damaged item(s) at your earliest convenience.

I look forward to your swift response and appreciate your attention to this matter. Should you require any further information, please do not hesitate to contact me at [your phone number/email].

Sincerely,
[Your Name]