

Date: [Insert Date]

To:

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Formal Notification of Damaged Products During Shipping – Request for Adjustment

Dear [Recipient Name],

I am writing to formally notify you of an issue regarding our recent order, [Order Number/Reference], which was delivered on [Delivery Date]. Upon inspection, we discovered that several items within the shipment arrived damaged.

Details of Damaged Products:

Product Name(s): [List damaged product(s)]

Quantity Affected: [List affected quantities]

Nature of Damage: [Briefly describe the type and extent of the damage-e.g., cracked, broken, packaging torn, etc.]

For your reference, I have attached photographs and inspection reports documenting the condition of the damaged products upon arrival.

In accordance with our purchase agreement and standard shipping terms, we kindly request the following action(s):

- [• Replacement of the damaged items]
- [• Compensation for the damages]
- [• Arrangements for repair (if applicable)]

We value our business relationship and trust that you will address this matter promptly. A quick resolution will ensure continued satisfaction and cooperation between our companies. Please advise us of the procedures to process this adjustment or if you require any further information or documentation.

Thank you for your immediate attention to this matter. We look forward to your reply by [reasonable deadline, e.g., within 7 business days].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information: Phone, Email]