

Sample Complaint Letter for Damaged Goods Refund Request

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

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

Subject: Request for Refund - Damaged Goods Received (Order #[Order Number])

Dear [Seller's Name],

I am writing to bring to your attention that I have received a damaged item in my recent order placed on [Order Date], with order number [Order Number]. Upon opening the package, I noticed the following issues with the product:

- [Describe the nature of the damage, e.g., broken, scratched, not functioning, etc.]

I have attached photographs of the damaged goods for your reference.

In light of the condition in which I received the goods, I kindly request a full refund or a replacement for the damaged item(s) as soon as possible. Please let me know the procedure for returning the damaged product, if necessary.

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

Sincerely,
[Your Name]