

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

[Supplier/Carrier Name]  
[Their Position/Department, if known]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

**Subject: Adjustment Request for Damaged Goods â€“ [Order/Invoice Number]**

Dear [Supplier/Carrier Name],

I am writing to inform you that upon receipt of shipment **[Order/Invoice Number]**, delivered on **[Delivery Date]**, we observed damage to the following items:

- **[Product Name/Description]** â€“ [Quantity] â€“ [Brief Description of Damage]
- **[Product Name/Description]** â€“ [Quantity] â€“ [Brief Description of Damage]

The extent of the damage includes:

[Describe the condition of the goods, e.g., "cracked packaging, broken components, unusable products," etc.]

Attached are photographs and copies of the delivery receipt noting the damages for your reference.

In accordance with our agreement and standard operating procedures, we kindly request the following action(s):

- [Replacement of the damaged goods]
- [Credit to our account for the damaged items]
- [Arrangement for return and collection of the goods]

Please advise on the next steps and the expected timeline for resolution. We value our business relationship and are confident that this matter can be resolved promptly.

Thank you for your immediate attention to this issue. Should you require further information or clarification, please contact me at [phone number] or [email address].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]