

Complaint Letter Format for Receiving Damaged Furniture Parcel

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To,

[Seller/Company Name]

[Customer Service Department]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding Damaged Furniture Parcel â€“ [Order/Invoice Number]

Dear Sir/Madam,

I am writing to formally bring to your attention that I have received a damaged furniture parcel, which I ordered from your store on **[Date of Purchase]**. The order details are as follows:

- **Order/Invoice Number:** [Order/Invoice Number]
- **Product Name/Description:** [Description of Damaged Furniture]

Upon receiving the parcel on **[Date of Delivery]**, I observed that the item was damaged in the following manner:

- **Nature of Damage:** [Explain the damage, e.g., broken legs, scratches, dents, etc.]

I have attached photographs of the damaged item, along with the proof of purchase, for your reference.

I kindly request you to **[specify your preferred resolution: e.g., provide a replacement, initiate a refund, or arrange for repair]**. Please let me know how you plan to address this issue at the earliest convenience.

I expect a timely and satisfactory resolution to my complaint and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]

Attachments:

- Photographs of Damaged Furniture
- Proof of Purchase (Receipt or Invoice)
- Any other relevant documents