

# Sample Adjustment Letter for Damaged Goods Replacement Request

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

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

Dear [Supplier's Contact Name],

Subject: Request for Replacement of Damaged Goods â€“ [Order/Invoice Number]

We are writing to inform you that we have received our recent order (Order/Invoice No. [insert number]), delivered to us on [insert delivery date]. Upon inspection, we found that the following items arrived damaged/faulty:

- [Item 1 name and description] â€“ [brief description of damage]
- [Item 2 name and description] â€“ [brief description of damage]

We kindly request an immediate replacement for the damaged goods listed above. Copies of the delivery receipt, photographs, and inspection report are attached for your reference.

Please advise whether you would like us to return the damaged items or dispose of them as per your company policy. We appreciate your prompt attention to this matter and look forward to your confirmation regarding the replacement process.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Company Name]