

Your Name

Your Company Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date: [Insert Date]

Recipient Name

Recipient Title

Supplier/Company Name

Supplier Address

City, State, ZIP Code

Subject: Request for Adjustment and Discount – Damaged Shipment [Order/Invoice Number]

Dear [Recipient Name],

I am writing to inform you that upon receipt of our recent shipment (Order/Invoice No: [Order/Invoice Number]), we observed that several items were damaged during transit. The shipment was received on [Date of Receipt], and the specific damages include:

- [Briefly describe nature and extent of damages, e.g., "10 units of Item XYZ had broken seals," "Packaging was torn, causing product leakage," etc.]

We have attached [photographs/inspection reports/delivery notes] to substantiate our claim.

In light of the above, we kindly request an adjustment in the form of a discount on the affected items, or an appropriate compensation as per our agreement. Please let us know the next steps and any additional information required from our side to facilitate this adjustment.

We value our ongoing business relationship and trust that you will address this issue promptly. Thank you for your attention and understanding.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

Enclosures: Photographs, Inspection Reports, Delivery Notes (if any)