

This letter serves as a **sample adjustment letter for damaged goods received from supplier**, addressing discrepancies found upon delivery. It outlines the specific damages identified, requests appropriate compensation or replacement, and seeks prompt resolution to maintain a positive business relationship. The letter emphasizes clear communication regarding product quality issues and expectations for corrective action to ensure customer satisfaction and uphold supply chain integrity.

[Your Company Letterhead]

Date: [Insert Date]

To:
[Supplier Name]
[Supplier Address]
[City, State, ZIP Code]

Subject: Request for Adjustment – Damaged Goods Received (Order #[Order Number])

Dear [Supplier Contact Name],

We wish to bring to your attention an issue regarding our recent order (Order #[Order Number]) delivered on [Delivery Date]. Upon inspection of the shipment, we discovered that a portion of the goods were received in damaged condition.

The specific items affected are as follows:

- Item: [Item Description 1], Quantity Damaged: [Qty], Nature of Damage: [Describe Damage]
- Item: [Item Description 2], Quantity Damaged: [Qty], Nature of Damage: [Describe Damage]

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

To resolve this matter, we kindly request **[replacement of the damaged items/appropriate credit to our account]** as soon as possible. Please advise us of the procedures for returning the damaged goods, if necessary.

We value our business relationship and trust that you will address this issue promptly. Thank you for your immediate attention to this matter. Please let us know if you require any further information or clarification.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]