

Sample Adjustment Letter for Replacement of Damaged Goods Received

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

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

Subject: Request for Replacement of Damaged Goods Received (Order #[Order Number])

Dear [Supplier's Name],

I am writing to formally notify you regarding the recent delivery of our order (Order #[Order Number]), placed on [Order Date] and received on [Delivery Date]. Upon inspection of the received shipment, we discovered that several items were damaged during transit.

The details of the damaged goods are as follows:

- Item Description: [Description of damaged item(s)]
- Quantity Damaged: [Number/Quantity]
- Nature of Damage: [Briefly describe the damage, e.g., "broken packaging," "cracked items," etc.]

Attached are photographs of the damaged goods for your reference. As per our prior agreement and your company's policy, we kindly request an immediate replacement of the affected items.

Please advise us of the procedure for returning the damaged goods, if necessary, and provide an estimated timeline for delivery of the replacements. We appreciate your prompt attention to this matter and look forward to a quick resolution.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Company/Organization Name]