

Damaged goods claim letter to supplier

Dear [supplier name],

On [25 July 2018], I made an order from your store (order number: 123456) and requested that the goods be delivered to me on [30 July 2018]. The shipment was delivered on the agreed date and time but they were damaged probably during shipping. I took some pictures and enclosed with the letter for your reference.

[Feel free to describe the damage in writing]

I would like to request for an immediate replacement of the received goods, preferably shipped to me in excellent condition this time. Please contact me if you require further details.

Regards

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