

Formal letter template for damaged goods claim

Subject: Claim for Damaged Goods Received

Dear [Recipient's Name],

I am writing to formally bring to your attention the damaged condition of the goods delivered under order number [Order Number], received on [Date]. Upon opening the package, I observed significant damages, including [brief description of the damage]. These damages have rendered the items unusable for the intended purpose.

As per the terms of our purchase agreement, I kindly request a replacement of the goods or a full refund at the earliest convenience. I have attached photographs of the damaged items for your reference. Additionally, the original packaging has been preserved should your team need it for inspection.

Please let me know the next steps to resolve this matter promptly. I look forward to your immediate assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/claim-letter-for-damaged-goods>