Short and quick damaged goods claim message

Subject: Damaged Goods Received â€" Immediate Action Requested

Dear [Supplier Name],

I received shipment [Invoice/Order Number] on [Date], but several items are damaged. I need either replacements or a refund immediately.

Attached are photos of the damaged goods. Please let me know how we can resolve this quickly.

Regards,

[Your Name]

Get more templates here:

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