

Letter from business to supplier for damaged wholesale delivery

Subject: Damaged Goods in Recent Delivery “ Request for Resolution

Dear [Supplier Name],

We received shipment [Shipment ID] from your company on [Date]. Upon inspection, we found that several cartons were damaged, resulting in [list damages]. This has affected our ability to meet customer orders and has disrupted our business operations.

We request that you replace the damaged goods urgently and investigate the cause of the damage to avoid recurrence. A detailed inspection report and photographs have been attached for your review.

Kindly confirm the timeline for the replacement delivery. We appreciate your cooperation in resolving this issue promptly.

Best regards,

[Your Name]

[Company Name]

[Contact Information]

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