

Formal Complaint Letter for Damaged Goods

Subject: Complaint Regarding Damaged Goods Received

Dear [Supplier/Company Name],

I am writing to formally complain about the condition of the goods received in our order [Order Number], delivered on [Date]. Upon inspection, it was found that several items were damaged and unfit for use.

We request an immediate replacement of the damaged goods or a full refund as per your return policy. Attached are photographs documenting the damages for your reference.

Kindly confirm receipt of this complaint and provide a timeline for the resolution.

Sincerely,

[Your Name]

[Your Company/Organization]

[Contact Information]

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