

Heartfelt Complaint Letter for Damaged Fragile Items

Subject: Urgent: Damaged Fragile Items in Recent Shipment

Dear [Company Name],

I am very disappointed to find that the fragile items in my order [Order Number], delivered on [Date], arrived damaged despite careful packaging. The items hold significant personal and business value. I kindly request your immediate assistance in resolving this matter, either through replacement or a refund. Enclosed are images of the damages.

I hope we can resolve this quickly and maintain our positive business relationship.

Warm regards,

[Your Name]

[Contact Information]

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