

Preliminary Complaint Message for Damaged Goods

Subject: Preliminary Notice of Damaged Goods

Dear [Company Name],

I am writing to inform you that the goods delivered under order [Order Number] on [Date] appear to be damaged. This is a preliminary notice as I am awaiting further inspection and documentation.

Please hold any processing of payment until this matter is resolved. I will provide detailed photographs and notes shortly.

Thank you for your attention to this urgent matter.

Best regards,

[Your Name]

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