

Complaint Letter for Refund of Damaged Goods

Subject: Request for Refund Due to Damaged Goods

Dear [Supplier/Company Name],

Following the receipt of order [Order Number] on [Date], we found that the goods were damaged and unsuitable for use. We request a full refund in accordance with your company policy.

Attached are the photographs and documents supporting this claim. Kindly process the refund at the earliest and confirm the transaction.

Thank you for your prompt attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

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