

Damaged Goods Complaint Letter

Dear [Manufacturer Name],

I recently received my order [Order Number], and unfortunately, the items arrived damaged. The packaging was torn, and several items are broken, including [list items].

I request either a replacement or a full refund as per your company's policy. I have attached photographs of the damaged items for reference.

I hope for a swift resolution and appreciate your prompt attention to this issue.

Sincerely,

[Your Name]

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