

Complaint about Damaged Goods

Subject: Complaint Regarding Damaged Goods

Dear [Supplier Name],

The shipment of [Product Name] received on [Date] contained several items that were damaged.

This is unacceptable as per our agreement and expected standards.

We request a replacement or refund for the damaged goods as soon as possible. Kindly confirm the next steps for resolution.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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