

Formal claim for damaged goods

Subject: Claim for Compensation Due to Damaged Goods

Dear Sir/Madam,

I am writing to formally request compensation for the damaged goods I received in my recent order (Order No. [Order Number]) placed on [Date]. Upon delivery, I found that several items were broken and unusable, despite being listed as new and in perfect condition.

As a valued customer, I expected proper packaging and care in handling the products. I kindly request either a full refund or replacement of the damaged items, along with reimbursement for any additional shipping costs incurred.

Attached are photographs of the damaged products for your reference. I would appreciate your prompt action to resolve this matter within [number] business days.

Sincerely,

[Your Name]

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