

Claim Letter for Damaged Goods

Dear Sir/Madam,

I had purchased [Product name] from your company a few days back and it was delivered to me on [Date]. When I opened the package I was shocked to receive the goods in damaged form. I checked each and every piece and many of them were in broken form.

Please note my order details for your reference:

Date of Purchase:

Date of Delivery:

Name of Buyer:

Bill Number:

Item Name:

Item Quantity:

Total Price:

I have kept the package as it is so that your representative can check for himself the state of goods I received. I would like to return the product immediately and request a full refund instead.

The [product] is in no way useable. So I would appreciate if you could kindly attend to my complaint urgently and send someone to pick up the package. As of now, I am not quite interested in a replacement.

Kindly note that if I do not receive an answer within 10 days of sending this letter, I would be forced to lodge an official complaint against the company.

Expecting my complaint to be resolved soon.

Thanking you in advance.

Yours Sincerely,