[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: REQUEST FOR REPLACEMENT OF DAMAGED GOODS**

Dear [CONTACT NAME],

With reference to our purchase order [NUMBER], that we received from you on [DATE],

[NUMBER] of the [QUANTITY] of [PRODUCT] were damaged upon delivery.

We would appreciate it if you would arrange to replace the items and inform us how you wish us to return the damaged goods.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]