

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

REQUEST FOR REPLACEMENT OF DAMAGED MERCHANDISE

Dear Sir,

We are in receipt of delivery against our order dated _____, Order No. _____, Purchase Order dated _____, bearing PO Number _____. However, the following quantities of the delivered products were damaged upon delivery:

Sr. No.	Quantity Delivered	Description of Product	No. of damaged Items	Nature of Damage

You are kindly requested to arrange for the replacement of the damaged items, and apprise us as to how you wish to handle the return of the damaged merchandise.

Thank you.

Sincerely,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]