

# **Complaint Letter about Damaged Product (s) Shipped**

**[Your Name]**

[Address]

[Letter Date]

**[Recipient's Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's name]

I am writing to you to file a complaint regarding the damaged product received. I had ordered a toy slide for my kid from your online store. It was a fresh piece that I selected and not the used one. I received the parcel yesterday and when I opened it to set the slide, I realized it was a damaged piece. The pieces of the slide cannot be joined together because the individual pieces are damaged and hence this is of no use for me. Therefore, I am sending this back to you with this complaint letter and want you to provide me with a fresh piece. Hope I'll receive it as soon as possible. Thank you!

Sincerely,

**[Your Name]**

[Your Title] -Optional-