

# CLAIM LETTER

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**SENDER**

**RECIPIENT**

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Dear Sir/Mam,

We would like to file a complaint and express our dissatisfaction with the products and goods that you provided during the last shipment. Normally, we receive goods from every 30th of the month and I have never experienced any issues before.

We have a reason and proof to believe that the issue is not with the delivery, shipping provider, or during the transit. Our proof shows that the issues were already present even before the product reaches the shipment or transit.

We are contacting you and requesting compensation for our losses with product and time. We have attached a list of items that were affected and the quantity.

List of affected products/services/items

Item Name	Amount
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We hope to hear from you soon. If you have any questions, please contact us.  
Regards,

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