

# Business Refund Request Letter for Loss Incidence

Date:

June 8, 2024

To:

Claims Department  
XYZ Suppliers Ltd.  
456 Commerce Street  
Springfield, USA

From:

John Smith  
Operations Manager  
ABC Enterprises  
123 Business Avenue  
Springfield, USA

Subject:

Request for Refund Due to Loss Incidence

Dear Sir/Madam,

I am writing on behalf of ABC Enterprises to formally request a refund pertaining to the losses incurred as a result of the recent incident involving the damaged goods delivered to our facility on May 30, 2024. The shipment referenced under Invoice #45321 includes 20 units of product Z, 14 of which were found damaged and unusable upon arrival.

The damage was immediately documented, and photographs were provided to your delivery personnel at the time of receipt. As per our agreement and your stated policy, we are eligible for a full refund for items lost or damaged in transit for reasons outside of our control.

Therefore, we kindly request a refund in the amount of \$1,400 corresponding to the value of the affected goods. Attached are copies of the invoice, delivery receipt, and photographic evidence for your reference.

We appreciate your prompt attention to this matter and look forward to resolving it at your earliest convenience. Should you require any further information, please contact me directly at (555) 123-4567 or john.smith@abcenterprises.com.

Sincerely,

John Smith  
Operations Manager  
ABC Enterprises

## Important Notes:

- Attach all relevant supporting documents (invoices, receipts, photos of damage, correspondence).
- Clearly state the items affected, the nature of the loss, and the exact refund amount requested.
- Keep a copy of this letter and all related documentation for your records.

- Review the recipient company's refund policies before submitting your request.
- Follow up if you do not receive a timely response to your request.