**Claim Email Sample**

Hi Ann,

<REASON> under <PO>

Could you please issue credit not to us?

Thank you.

|  |  |
| --- | --- |
| **Complaint no:** | <COMPLAINT> |
| **PO:** | <PO> |
| **Invoice:** | <INVOICE\_NUM> |
| **Claim bags:** | <BAG\_NUM> |
| **Goods value:** | <VALUE> |