

Cargo Damage Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Customs Authority Name]

[Customs Office Address]

[City, State, Zip Code]

Subject: Cargo Damage Claim for Customs Clearance - [Insert Shipment Reference Number]

Dear Sir/Madam,

I am writing to formally submit a claim for damages related to my cargo shipment with reference number [Insert Shipment Reference Number] which was received on [Insert Date of Receipt]. Upon inspection, I discovered that the contents of the shipment were damaged. The details of the shipment are as follows:

- Shipper: [Insert Shipper Name]
- Consignee: [Insert Consignee Name]
- Description of Goods: [Insert Description]
- Waybill Number: [Insert Waybill Number]
- Nature of Damage: [Insert Nature of Damage]

I have attached all relevant documentation including photographs, the original bill of lading, and other supporting documents for your review.

I kindly request that you process this claim at your earliest convenience and inform me of any further actions required on my part.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]