

Cargo Damage Claim Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Carrier Company Name]
[Carrier Address]
[City, State, Zip Code]

Subject: Cargo Damage Claim - [Tracking Number/Shipment ID]

Dear [Carrier Representative's Name],

I am writing to formally submit a claim for damages incurred to the cargo during transportation under the above-mentioned tracking number. The shipment was due to arrive on [Arrival Date] and was received on [Delivery Date]. Upon inspection, it was found that the following items were damaged:

- [Item Description 1] - [Condition/extent of damage]
- [Item Description 2] - [Condition/extent of damage]
- [Item Description 3] - [Condition/extent of damage]

Attached are photographs of the damaged items, the bill of lading, and any other relevant documents supporting our claim.

According to the terms of our shipping agreement and the applicable regulations, I kindly request compensation for the damages incurred, totaling [Claim Amount]. Please acknowledge the receipt of this claim and inform me of the next steps in the claims process.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Position/Title, if applicable]
[Your Company Name, if applicable]