

# Cargo Damage Claim Letter

Date: [Insert Date]

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

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

Dear [Insurance Adjuster's Name],

I am writing to formally submit a claim for damage to cargo that occurred during shipment under the policy number [Insert Policy Number]. The cargo was shipped on [Insert Shipment Date] and was received in damaged condition on [Insert Delivery Date].

The details of the shipment are as follows:

- Shipper: [Insert Shipper's Name]
- Consignee: [Insert Consignee's Name]
- Bill of Lading Number: [Insert BOL Number]
- Description of Cargo: [Insert Description]
- Value of Cargo: [Insert Value]

The following documents are attached to support my claim:

- Copy of Bill of Lading
- Photos of the damaged cargo
- Invoice for the cargo
- Any other relevant documents

I kindly request that you process this claim at your earliest convenience and inform me about the next steps to be taken. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]