

Cargo Damage Claim

Date: [Insert Date]

To: [Insert Recipient's Name]

Company: [Insert Company Name]

Address: [Insert Company Address]

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

Dear [Recipient's Name],

I am writing to formally submit a claim for damage to cargo that occurred during the shipment referenced above. The cargo was received on [Insert Date of Receipt] and upon inspection, it was found to be [Describe the Damage].

The details of the shipment are as follows:

- Shipment Reference Number: [Insert Number]
- Consignment Number: [Insert Number]
- Type of Cargo: [Insert Type]
- Quantity: [Insert Quantity]
- Shipping Date: [Insert Date]

Attached are the relevant documents including the bill of lading, inspection report, and photographs of the damaged cargo.

Please process this claim at your earliest convenience and let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]