

# Cargo Damage Claim Letter

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Cargo Damage Claim - Legal Action Notification

Dear [Recipient's Name],

I am writing to formally notify you of the cargo damage claim related to shipment [Shipment Number], which occurred on [Date of Incident]. The condition of the cargo upon arrival was found to be severely compromised, resulting in [specific description of damage].

Despite my previous communications regarding this matter, I have yet to receive a satisfactory resolution. Therefore, I am compelled to notify you that I am considering pursuing legal action to recover the losses incurred due to the damages.

Please consider this letter as a final opportunity to resolve this matter amicably before legal proceedings are initiated. I would appreciate your prompt attention to this issue and expect a response by [Deadline Date].

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]