

# Cargo Damage Claim Resolution Request

**Date:** [Insert Date]

**To:** [Insert Recipient Name]

**Company:** [Insert Company Name]

**Address:** [Insert Company Address]

**City, State, Zip:** [Insert City, State, Zip]

Dear [Recipient Name],

I am writing to formally request a resolution regarding the damage sustained to our cargo during transit, which occurred on [Insert Date of Incident]. The details of the shipment are as follows:

- **Bill of Lading Number:** [Insert BOL Number]
- **Shipment Origin:** [Insert Origin]
- **Shipment Destination:** [Insert Destination]
- **Description of Damaged Cargo:** [Insert Description]
- **Estimated Value of Damages:** [Insert Value]

The cargo was received in a damaged condition, and I have attached photographic evidence as well as a copy of the receipt and any other relevant documentation for your review.

I kindly request that you investigate this matter promptly and provide resolution, including any compensation for the damages incurred. Please respond to this request by [Insert Response Deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]