

Cargo Damage Claim for Shipment Tracking

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally submit a claim for cargo damage regarding shipment [Tracking Number] sent on [Shipping Date]. Upon arrival, I noticed that the items within the shipment sustained significant damage, which I have documented and attached for your reference.

The invoice number for this shipment is [Invoice Number], and the details of the damaged items are as follows:

- Item Description: [Description of Item 1] - Quantity: [Quantity] - Damage: [Description of Damage]
- Item Description: [Description of Item 2] - Quantity: [Quantity] - Damage: [Description of Damage]

Attached are the photographs of the damaged items as well as a copy of the original shipping documentation for your review. I kindly request that you initiate the claims process and provide reimbursement for the incurred damages.

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

Sincerely,

[Your Name]