

# Cargo Damage Claim

Date: [Insert Date]

To,

[Shipping Company Name]

[Company Address]

[City, State, Zip Code]

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

Dear [Recipient's Name],

I am writing to formally lodge a claim for damage sustained to the cargo during transit, referenced above. The shipment was transported on [insert date of shipment] and was due to arrive at [insert destination] on [insert arrival date].

Upon receipt of the shipment, it was noticed that the following items were damaged:

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

We have attached the following documents to support our claim:

- Copy of Bill of Lading
- Photos of the damaged cargo
- Invoice for the damaged goods

In accordance with your shipping policy, we request compensation for the damaged goods as a result of this incident. Please respond to this claim at your earliest convenience.

Thank you for your prompt attention to this matter. Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]