

Cargo Damage Claim Notification

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Person],

We are writing to formally notify you of a cargo damage claim regarding a recent shipment received from your company on [Insert Shipment Date]. Upon inspection of the goods, it has come to our attention that the following items were damaged:

- [Description of Item 1] - [Nature of Damage]
- [Description of Item 2] - [Nature of Damage]
- [Description of Item 3] - [Nature of Damage]

The damage occurred while in transit, and we believe it is important to seek resolution for this matter promptly. Please find attached the necessary documentation, including photographs of the damaged goods, the shipping invoice, and any relevant correspondence.

We kindly request your prompt attention to this claim. Please respond by [Insert Response Deadline] with guidance on how to proceed with the claim process.

Thank you for your immediate attention to this matter. We appreciate your cooperation and assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]