

Compensation Request for Lost Shipment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request compensation for a shipment that was lost while in transit. The shipment was sent on [Insert Shipping Date] and was scheduled for delivery on [Insert Expected Delivery Date]. Unfortunately, it has not arrived, and tracking information indicates that it has been declared lost by the carrier.

The shipment contained the following items:

- [Item Description 1]
- [Item Description 2]
- [Item Description 3]

The total value of the lost items is [Insert Amount]. I have attached all relevant documentation, including the original invoice and tracking information, for your review.

According to your compensation policy, I believe I am entitled to receive a reimbursement for the value of the lost shipment. I would appreciate your prompt attention to this matter and look forward to your reply.

Thank you for your assistance.

Sincerely,

[Your Name]