

# Notice of Shipment Loss and Request for Compensation

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to formally notify you of the loss of our shipment, under tracking number [Insert Tracking Number], which was scheduled for delivery on [Insert Delivery Date]. Despite our efforts to trace the package, it has not been located.

As per the terms outlined in our agreement, we kindly request compensation for the lost items, valued at [Insert Amount]. Attached are the necessary documents supporting our claim, including the shipment receipt and correspondence regarding the incident.

We appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact us at [Insert Your Phone Number] or [Insert Your Email Address] for any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]