

Freight Damage Claim Submission

Date: [Insert Date]

To: [Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

From: [Your Name]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a claim for damages incurred during the transport of our goods under Bill of Lading #[Insert Bill of Lading Number], which was shipped on [Insert Shipping Date]. Upon receipt, we discovered that the following items were damaged:

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

Attached, please find the necessary documentation supporting this claim, including:

- Copy of Bill of Lading
- Photos of Damaged Goods
- Delivery Receipt
- Any other relevant documents

We kindly request your prompt attention to this matter and look forward to your response regarding the next steps in processing our claim for the damages incurred. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] for any further information required.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]