

Freight Lost Shipment Claim

From:

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

To:

Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally file a claim for a lost shipment under tracking number [Insert Tracking Number]. The shipment was scheduled for delivery on [Insert Delivery Date] but has not arrived as of today's date.

The contents of the shipment included [Briefly Describe Contents]. The total value of the shipment is [Insert Value]. I have attached relevant documents such as the shipping receipt and any correspondence related to this matter.

Please initiate an investigation into the status of the shipment and provide me with updates on your findings. I would appreciate your prompt attention to this matter as we rely on timely deliveries for our operations.

Thank you for your assistance. I look forward to your timely response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Company Name, if applicable]