

Cargo Damage Inquiry

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

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to formally inquire about the damage to our cargo associated with shipment reference number [Insert Shipment Number]. Upon receipt of the goods on [Insert Date], we noticed the following damages: [Briefly describe the damages and any relevant details].

We would appreciate your prompt attention to this matter and a response regarding the actions you will take to address the situation. Additionally, please provide any required documentation for our records and to assist in the claims process.

Thank you for your cooperation. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]