

# Logistics Damage Alert

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about an incident involving the shipment with tracking number [Insert Tracking Number], which was scheduled for delivery on [Insert Delivery Date]. Upon inspection, we have identified that the shipment has sustained damage during transit.

The details of the damaged items are as follows:

- Item Name: [Insert Item Name]
- Quantity: [Insert Quantity]
- Type of Damage: [Insert Type of Damage]

We apologize for the inconvenience this may have caused and are currently investigating the cause of the damage. We assure you that we are taking this matter seriously and will keep you updated on our findings.

We would appreciate your feedback regarding how you would like to proceed with this matter, including any claims you wish to file or additional instructions. Please reach out to us at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]