

# Shipping Incident Report

**Date:** [Insert Date]

**From:** [Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your Email]

[Your Phone Number]

**To:** [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

## Subject: Shipping Incident Report

Dear [Recipient's Name],

I am writing to formally report an incident that occurred during the shipping process of our recent order [Order Number]. Below are the details of the incident:

### Incident Details

**Shipment Date:** [Insert Shipment Date]

**Tracking Number:** [Insert Tracking Number]

**Incident Description:** [Provide a brief description of the incident including what happened and any damages or losses incurred.]

**Actions Taken:** [List any actions that were taken post-incident to rectify the situation or further investigate.]

### Conclusion

Please let us know the next steps to take in resolving this matter. We appreciate your prompt attention to this shipping incident.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]