

Letter of Appeal for Lost Shipment Recovery

Date: _____

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

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

Dear [Recipient's Name],

I am writing to formally appeal for the recovery of my lost shipment, which was scheduled for delivery on [insert delivery date]. The tracking number for this shipment is [insert tracking number]. Despite my frequent attempts to locate the shipment, it has not been delivered, and I have not received any updates regarding its status.

The contents of the shipment are vital to [briefly explain the importance of the items], and this loss has caused significant inconvenience. I kindly request your assistance in tracking the shipment and facilitating its recovery. Enclosed are copies of the shipment details and any relevant correspondence for your reference.

Thank you for your prompt attention to this matter. I look forward to your reply and hope for a swift resolution.

Sincerely,

[Your Name]