

# Claim for Lost Shipment

Date: [Insert 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 submit a claim for the lost shipment referenced by tracking number [Insert Tracking Number]. The shipment was scheduled to arrive on [Insert Original Delivery Date], but it has not been delivered to the address specified.

The details of the shipment are as follows:

- Order Number: [Insert Order Number]
- Item Description: [Insert Item Description]
- Shipping Date: [Insert Shipping Date]

I have attempted to track this package and have contacted customer service, but I have not received any satisfactory updates regarding its whereabouts.

As a result, I request a full investigation into this matter and a resolution for the lost shipment. I am hopeful for a prompt response to this claim.

Thank you for your attention to this matter. Please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]