

Shipping Claim for Missing Package

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

To: [Shipping Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Claim for Missing Package - [Tracking Number]

Dear [Shipping Company Customer Service],

I am writing to formally file a claim for a missing package that was last tracked on [Last Tracking Date] with Tracking Number: [Tracking Number]. The package was scheduled for delivery on [Expected Delivery Date], but it has not yet arrived.

The details of the shipment are as follows:

- Sender's Name: [Sender's Name]
- Recipient's Name: [Your Name]
- Shipping Date: [Shipping Date]
- Value of Contents: [Value]

I have already checked with my neighbors and local delivery locations, and I can confirm that the package is indeed missing. I request that you initiate an investigation into this matter and provide me with a resolution at your earliest convenience.

Please find attached [any relevant documentation, e.g., receipt, shipment confirmation, etc.] to assist in processing this claim.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]