

# Damage Claim for Cargo Mishandling

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Cargo Damage Claim - [Insert Tracking Number]

Dear [Recipient's Name],

I am writing to formally submit a claim regarding the damage incurred during the transportation of my cargo, as per tracking number [Insert Tracking Number]. On [Insert Date of Shipment], my package was mishandled, resulting in significant damage.

The details of the shipment are as follows:

- **Shipment Date:** [Insert Date]
- **Origin:** [Insert Origin]
- **Destination:** [Insert Destination]
- **Description of Cargo:** [Insert Description]
- **Value of Cargo:** [Insert Value]

Upon receiving the shipment, I discovered [describe the condition of the cargo]. I have attached photographic evidence of the damage, along with any relevant documentation, including the bill of lading and insurance information.

I request that you process this claim promptly and provide compensation for the damages incurred. Please confirm the receipt of this claim and let me know the next steps in the process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]