

Transportation Service Damage Claim

Date: [Insert Date]

To: [Transportation Company Name]

Address: [Transportation Company Address]

Dear [Claims Department/Specific Person's Name],

I am writing to formally submit a claim for damages incurred to my goods during transportation with your service. The details of the shipment are as follows:

- **Shipment Tracking Number:** [Insert Tracking Number]
- **Date of Shipment:** [Insert Date]
- **Origin:** [Insert Origin]
- **Destination:** [Insert Destination]
- **Description of Damaged Goods:** [Insert Description]
- **Estimated Value of Damaged Goods:** [Insert Value]

Upon receipt of the shipment on [Insert Delivery Date], I discovered that the goods were damaged. I have attached photographs and other relevant documentation to support my claim.

I kindly request a prompt investigation into this matter and appropriate compensation for the damaged items as per your policy.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]