

Transportation Service Damage Claim

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

[Transportation Service Provider Name]
[Provider Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally file a claim for damage to freight that occurred during transportation by your service. My shipment, with reference number [Shipment Reference Number], was damaged upon delivery on [Delivery Date].

The details of the shipment are as follows:

- Origin: [Origin Address]
- Destination: [Destination Address]
- Contents: [Description of Contents]
- Quantity: [Number of Items]
- Estimated Value: [Value of Contents]

Upon receipt of the shipment, I noticed the following damages:

- [Description of Damage 1]
- [Description of Damage 2]
- [Description of Damage 3]

I have attached supporting documents, including photographs of the damages, the original shipping invoice, and any other relevant paperwork to assist with my claim.

I request a prompt investigation and settlement of this claim as per your terms of service. Please contact me at your earliest convenience to discuss this matter further.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]