

Transportation Service Damage Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to file a damage claim for a shipment handled by your transportation service. The order with tracking number [Insert Tracking Number] was delivered on [Insert Delivery Date], and upon inspection, I discovered that the contents were damaged due to insufficient packaging.

The details of the shipment are as follows:

- Order Number: [Insert Order Number]
- Contents of the Shipment: [Describe Contents]
- Condition of Items Upon Delivery: [Describe Damage]

As a result of this incident, I kindly request compensation for the damaged items. Please let me know the next steps I should take regarding this claim and any necessary documentation you require from my side.

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

Sincerely,

[Your Name]