

# Damage Claim for Lost Items

Date: [Insert Date]

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

To:

[Company Name]

[Company Address]

Dear [Company Name],

I am writing to formally file a damage claim regarding lost items during my recent transportation service, which took place on [insert date of service]. The details are as follows:

## **Service Details:**

- Tracking Number: [Insert Tracking Number]
- Shipment Date: [Insert Shipment Date]
- Delivery Address: [Insert Delivery Address]

## **Lost Items:**

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

I have attached all relevant documentation, including receipts and photographs, to support my claim. I kindly request that you investigate this matter at your earliest convenience and provide a resolution.

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

Sincerely,

[Your Name]