

Damage Claim Reimbursement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Transport Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Reimbursement for Damaged Goods

Dear [Transport Company Contact/Customer Service],

I am writing to formally request reimbursement for damages incurred during the transportation of my goods. The details of the shipment are as follows:

- Shipment Tracking Number: [Insert Tracking Number]
- Pickup Date: [Insert Pickup Date]
- Delivery Date: [Insert Delivery Date]
- Description of Damaged Goods: [Insert Description]
- Estimated Value of Damages: [Insert Value]

As per the terms outlined in our service agreement, I kindly request a full reimbursement for the damages. Please inform me of any required forms or additional documentation needed to process this claim.

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

Sincerely,

[Your Name]