

Damage Claim for Unsatisfactory Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Transportation Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a damage claim regarding the unsatisfactory service I experienced during my recent transportation with your company on [insert date of service]. The details of the service are as follows:

- **Booking Reference Number:** [Insert Booking Reference]
- **Date of Service:** [Insert Date]
- **Type of Service:** [Insert Type]

Unfortunately, the service did not meet my expectations due to [insert brief description of the issue, e.g., damaged items, delayed service, etc.]. As a result, I incurred additional costs and inconvenience.

I have attached the relevant documents, including receipts and photographs, to support my claim. I kindly request that you review my case and initiate the reimbursement process for the damages incurred.

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

Sincerely,

[Your Name]