

Damage Claim Letter

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Transportation Service Company: [Company Name]

Company Address: [Company Address]

City, State, Zip Code: [Company City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a claim for damages to my vehicle during the transportation process provided by your company on [Date of Service]. My vehicle, [Vehicle Description], was transported from [Pickup Location] to [Delivery Location].

Unfortunately, upon delivery, I discovered the following damage: [Description of Damage]. The damages appear to be consistent with [Briefly Explain How Damage Occurred]. I have included photographs of the damage for your review.

I request that you review my claim and provide confirmation of the process for reimbursement or repair of my vehicle. I look forward to hearing from you soon to resolve this matter promptly.

Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]