

Transportation Service Incident Report

Date: [Insert Date]

To: [Insert Transportation Company Name]

From: [Your Name]

Contact Information: [Your Phone Number, Email Address]

Subject: Incident Report for Damaged Goods

Dear [Transportation Company Contact Name],

I am writing to formally report an incident involving damaged goods during transport, which occurred on [insert date of the incident]. The shipment was being transported from [pickup location] to [destination].

Details of the Incident:

- **Bill of Lading Number:** [Insert Number]
- **Description of Goods:** [Insert Description]
- **Condition Upon Arrival:** [Insert Condition]
- **Photos Attached:** [Yes/No]

This incident has caused [briefly explain any losses or issues caused by damage]. I request an investigation into this matter and a follow-up on how it will be addressed.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]