

Transportation Service Incident Report

Lost Shipment Report

Date: [Insert Date]

To: [Insert Recipient Name]

Company: [Insert Company Name]

Address: [Insert Company Address]

Subject: Incident Report for Lost Shipment

Dear [Recipient Name],

I am writing to formally report an incident regarding a lost shipment handled by our transportation service.

Shipment Details:

- **Shipment ID:** [Insert Shipment ID]
- **Date of Shipment:** [Insert Date of Shipment]
- **Origin:** [Insert Origin]
- **Destination:** [Insert Destination]
- **Description of Goods:** [Insert Description]

Despite our continuous efforts to locate the shipment, it has currently been declared lost.

Please let us know the next steps in addressing this incident. We appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]