

Claim Letter for Transportation Service Delays

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
Transportation Company Name
Company Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally submit a claim for losses incurred due to significant delays in the transportation services provided by your company on [insert date or service reference]. My shipment, identified by tracking number [insert tracking number], was scheduled to arrive by [insert scheduled delivery date], but was not delivered until [insert actual delivery date], resulting in considerable inconvenience and financial loss.

Due to this delay, I experienced the following losses:

- [Describe loss 1]
- [Describe loss 2]
- [Describe loss 3]

In line with your customer service policy, I kindly request a reimbursement for the incurred losses of [insert total amount]. I have attached relevant documentation, including receipts and correspondence related to the shipment delays for your reference.

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

Sincerely,
[Your Name]