

# Lost Cargo Claim Request

Date: [Insert Date]

To: [Tracking Service Company Name]

Attention: Claims Department

Subject: Initiation of Lost Cargo Claim

Dear [Claims Department/Specific Contact Name],

I am writing to formally initiate a claim for lost cargo associated with tracking number [Insert Tracking Number]. Our shipment was scheduled for delivery on [Insert Delivery Date], but it has not been received.

Details of the shipment are as follows:

- **Sender Name:** [Insert Sender Name]
- **Recipient Name:** [Insert Recipient Name]
- **Description of Goods:** [Insert Description]
- **Estimated Value:** [Insert Value]

We have conducted a thorough search for the missing cargo and have contacted all relevant parties. Unfortunately, we have not been able to locate it.

We kindly request your assistance in processing this claim. Please inform us of any documentation required or next steps in this process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]