

Missing Items Claim for Reimbursement

To: [Claims Department]

From: [Your Name]

Date: [Date]

Subject: Claim for Reimbursement of Missing Items

Dear [Claims Department],

I am writing to formally submit a claim for reimbursement for items that were reported missing in my recent order, [Order Number]. The items listed below were not included in the shipment:

- Item Description 1 - Quantity: [Qty]
- Item Description 2 - Quantity: [Qty]
- Item Description 3 - Quantity: [Qty]

I have attached any relevant documentation, including the original order confirmation and shipping receipt, to support my claim. The total amount for the missing items is [Total Amount].

Thank you for addressing this matter promptly. I look forward to your response and the resolution of my claim.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]