

Loss Statement Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit a loss statement for your accounting records regarding [briefly describe the nature of the loss, e.g., "inventory loss due to damage" or "financial loss from unpaid invoices"].

Details of the loss are as follows:

- **Date of Loss:** [Date]
- **Description:** [Description of the loss]
- **Amount Involved:** [Amount]
- **Supporting Documents:** [List documents, e.g., photographs, invoices, etc.]

Attached are the necessary documents to provide further clarity regarding this matter. Please feel free to reach out for any additional information or clarification required.

Thank you for your attention to this matter. I look forward to your acknowledgement of this submission.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]