

Subject: Request for Assistance with International Shipping Claims

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your assistance regarding an issue we are experiencing with international shipping claims.

On [Insert Date of Shipping], we shipped a package to [Insert Destination] under the tracking number [Insert Tracking Number]. Unfortunately, we have encountered some difficulties, including [briefly describe the issue--e.g., delayed delivery, lost package, damaged items, etc.].

As per the shipping agreement and your policies, we would like to seek your guidance on how to proceed with the claims process. We have attached all relevant documentation, including:

- [Document 1]
- [Document 2]
- [Document 3]

Your prompt response would be greatly appreciated, as we are eager to resolve this matter swiftly. Please let us know if you require any additional information from our side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]