

Subject: Follow-Up on Compensation Claim for Damaged Shipment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous communication regarding the compensation claim submitted for the damaged shipment received on [Date of Receipt]. The claim reference number is [Claim Reference Number].

As mentioned in my earlier correspondence, the shipment was received in a deteriorated condition which has caused significant inconvenience. I appreciate your attention to this matter and would like to inquire about the status of my claim.

Thank you for your prompt assistance. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]