

Request for Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a resolution regarding the recent damage incurred to my cargo (Tracking Number: [Insert Tracking Number]), which was transported by your company on [Insert Date]. Upon receipt of the cargo, I discovered that it had suffered significant damage, rendering it unsuitable for its intended use.

In accordance with our agreement and the shipping terms, I kindly request compensation for the damages sustained. Attached are the relevant documents, including the bill of lading, photographs of the damaged cargo, and any related correspondence.

I look forward to your prompt response and a resolution to this matter. Please feel free to contact me at your earliest convenience to discuss this further.

Thank you for your attention to this issue.

Sincerely,

[Your Name]