

Cargo Insurance Claim for Damaged Goods

Date: [Insert Date]

To,

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for damages to goods covered under our cargo insurance policy, policy number [Insert Policy Number]. The incident occurred on [Insert Date of Damage].

The details of the shipment are as follows:

- Shipper: [Insert Shipper Name]
- Consignee: [Insert Consignee Name]
- Description of Goods: [Insert Description]
- Shipment Tracking Number: [Insert Tracking Number]
- Date of Shipment: [Insert Date]
- Place of Loading: [Insert Place]
- Place of Unloading: [Insert Place]

Upon receipt of the shipment, we discovered that the following items were damaged:

1. [Item Description 1] - [Extent of Damage]
2. [Item Description 2] - [Extent of Damage]
3. [Item Description 3] - [Extent of Damage]

Enclosed with this letter are the following documents for your review:

- Copy of the cargo insurance policy
- Bill of Lading
- Photos of damaged goods
- Inspection report
- Any other supporting documentation

I kindly request that you initiate the claims process and let me know if any additional information is needed. Your prompt attention to this matter would be greatly appreciated.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]