Claim for Delayed Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I am writing to formally submit a claim for the delayed delivery of cargo covered under my cargo insurance policy with [Insurance Company Name], policy number [Policy Number].

The affected shipment was scheduled for delivery on [Original Delivery Date] but was not received until [Actual Delivery Date]. The details of the shipment are as follows:

- Shipper: [Shipper's Name]
- Consignee: [Consignee's Name]
- Description of Goods: [Description]
- Tracking Number: [Tracking Number]

As a result of this delay, I have incurred additional costs totaling [Total Amount] for [brief description of costs incurred]. I have attached all relevant documents, including the original shipping documents, invoices, and any correspondence regarding the delay for your review.

Please process this claim at your earliest convenience. If you require any further information, do not hesitate to contact me via email or phone.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]