

# Cargo Insurance Claim for Lost Shipment

## Sender's Name

Sender's Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date: [Insert Date]

## Insurance Company Name

Company Address  
City, State, ZIP Code

Subject: Cargo Insurance Claim for Lost Shipment - [Insert Shipment Reference Number]

Dear [Insurance Company Representative's Name],

I am writing to formally file a claim for a lost shipment under our cargo insurance policy with [Insurance Company Name] (Policy Number: [Insert Policy Number]). The shipment in question was sent on [Insert Shipment Date] and was scheduled to arrive at [Destination Address] on or before [Delivery Date].

Details of the shipment are as follows:

- Shipment Reference Number: [Insert Reference Number]
- Description of Goods: [Insert Description]
- Value of Goods: [Insert Value]
- Carrier Name: [Insert Carrier Name]
- Tracking Number: [Insert Tracking Number]

Despite multiple inquiries made to the carrier, the shipment has not been located and we have determined that it is lost. Attached are copies of all relevant documents, including the shipment invoice, correspondence with the carrier, and any other supporting materials pertinent to our claim.

We kindly request the processing of our claim for compensation in accordance with our policy. Thank you for your prompt attention to this matter. Please let me know if you require any further information or documentation.

Sincerely,

[Sender's Name]  
[Sender's Title/Position]  
[Sender's Company Name]