

# Cargo Insurance Claim for Partial Loss of Goods

Date: [Insert Date]

To,  
[Insurance Company's Name]  
[Insurance Company's Address]  
[City, State, Zip Code]

Subject: Cargo Insurance Claim for Partial Loss of Goods - Policy No. [Insert Policy Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for partial loss of goods under the cargo insurance policy (Policy Number: [Insert Policy Number]) issued by your esteemed company.

On [Insert Date of Shipment], we shipped [Description of Goods] from [Origin] to [Destination]. Unfortunately, upon arrival, we discovered that a portion of the goods had been damaged/lost. Specifically, the following items were affected:

- [Item Description 1] - [Quantity Lost/Damaged]
- [Item Description 2] - [Quantity Lost/Damaged]

Attached to this letter, you will find all relevant documentation, including:

- Bill of Lading
- Invoice
- Photos of the damaged goods
- Survey Report (if applicable)
- Any other supporting documents

I kindly request that you process this claim at your earliest convenience. Please let me know if you require any further information or documentation to facilitate the processing of this claim.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Your Phone Number]  
[Your Email Address]