

# Cargo Damage Assessment

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

Subject: Cargo Damage Assessment Report

We are writing to inform you about the recent assessment of the cargo damaged during transportation. The following details outline the findings of our investigation:

## Cargo Details:

- Bill of Lading No: [Insert BOL Number]
- Container No: [Insert Container Number]
- Item Description: [Insert Item Description]
- Quantity: [Insert Quantity]

## Damage Assessment:

Upon inspection, we found the following damages:

- [Describe Damage 1]
- [Describe Damage 2]
- [Describe Damage 3]

Attached to this letter, you will find photographs that provide visual evidence of the damage.

## Next Steps:

We recommend that the following actions be taken:

- [Describe Recommended Action 1]
- [Describe Recommended Action 2]

We appreciate your attention to this matter and look forward to your prompt response regarding the proposed actions.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]