

# Freight Damage Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit a freight damage claim for shipment [Insert Shipment Number] that was received on [Insert Date of Receipt]. Upon inspection of the package, I discovered that it was damaged during transit.

The details of the damage are as follows:

- Item Description: [Insert Item Description]
- Damage Description: [Insert Description of Damage]
- Value of Item: [Insert Value]
- Invoice Number: [Insert Invoice Number]

I have attached photographs of the damage, as well as the original shipping documents for your reference.

According to our agreement and your shipping policy, I would like to request a reimbursement for the damaged goods. Please let me know if you require any additional information to process this claim.

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

Sincerely,

[Your Name]