

Logistics Damage Statement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Logistics Damage Statement

Dear [Recipient's Name],

We would like to formally report a discrepancy that occurred during the shipment of our goods associated with Invoice #[Invoice Number]. Upon receipt of the shipment on [Date of Receipt], we have discovered the following damages:

- Item Description: [Description of Damaged Item]
- Quantity: [Number of Damaged Items]
- Nature of Damage: [Description of Damage]
- Estimated Value: [Estimated Value of Damage]

We have attached photographs and other documentation as evidence of the damage for your review.

We kindly request your assistance in resolving this matter promptly. Please let us know how to proceed in order to rectify this issue, including any claims process that needs to be followed.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]