

Shipping Loss Report

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally report a shipping loss that occurred during the delivery of our recent order.

Order Details:

Order Number: [Insert Order Number]

Shipping Date: [Insert Shipping Date]

Tracking Number: [Insert Tracking Number]

Description of Loss:

On [Insert Date of Loss], it was discovered that the shipment was not received as expected. After extensive inquiries and tracking efforts, it has been confirmed that the package has been lost.

Actions Taken:

- Contacted shipping carrier on [Insert Date]
- Filed a claim for the lost items on [Insert Date]
- Conducted an internal inventory check to confirm the loss

We kindly request your assistance in resolving this matter promptly. Please advise on the next steps we should take regarding this shipping loss and any reimbursement processes that may apply.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]