

Transit Damage Declaration

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Company Name]

[Insert Company Address]

Dear [Insert Recipient's Name],

I am writing to formally declare the damage incurred during the transit of our goods, which occurred on [Insert Date of Transit]. The shipment, which was sent via [Insert Shipping Company Name], was delivered to [Insert Delivery Address] and was found to be damaged upon receipt.

Details of the damaged goods are as follows:

- Invoice Number: [Insert Invoice Number]
- Item Description: [Insert Description of Item]
- Quantity: [Insert Quantity]
- Nature of Damage: [Insert Description of Damage]

Enclosed are the photographs of the damaged items along with the delivery receipt for your reference. We request an immediate investigation into this matter and a resolution regarding compensation for the damages incurred.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]