

# Freight Loss Notification with Claim Request

Date: [Insert Date]

To:

[Carrier/Transport Company Name]

[Carrier Address]

[City, State, Zip Code]

Subject: Freight Loss Notification and Claim Request - [Bill of Lading/Tracking Number]

Dear [Carrier Contact Name],

I am writing to formally notify you of a loss incurred during the shipment of goods under the Bill of Lading/Tracking Number [Insert Number]. Upon receipt of the shipment on [Insert Date], it was determined that [describe the lost item(s) briefly].

The details of the shipment are as follows:

- Shipper: [Insert Shipper Name]
- Consignee: [Insert Consignee Name]
- Shipment Date: [Insert Shipment Date]
- Description of Lost Items: [Insert Description]
- Quantity Lost: [Insert Quantity]

In accordance with our agreement and applicable regulations, we hereby submit a claim for reimbursement of the lost items, totaling [Insert Monetary Amount]. Please find attached supporting documents, including:

- Copy of Bill of Lading
- Delivery Receipt
- Invoice
- Photographic evidence (if applicable)

We request that the claim be processed promptly and look forward to your acknowledgment of this notification.

Thank you for your attention to this matter. Should you need any further information, please do not hesitate to contact me directly at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]  
[City, State, Zip Code]