

Freight Loss Notification for Damaged Goods

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

I am writing to formally notify you of a freight loss concerning the shipment of goods delivered to us on [Insert Delivery Date]. The shipment was received in a damaged condition, which has resulted in financial loss for our company.

The details of the shipment are as follows:

- Invoice Number: [Insert Invoice Number]
- Tracking Number: [Insert Tracking Number]
- Description of Damaged Goods: [Insert Description]
- Quantity Damaged: [Insert Quantity]

We have attached photographs of the damaged goods and a copy of the delivery receipt for your reference. As per our agreement, we kindly request your assistance in resolving this matter, including a reimbursement for the freight loss incurred.

Please let us know how to proceed further and if you require any additional information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]