

Freight Loss Notification

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you of a freight loss that has occurred related to the delayed shipment of your order, [Order Number], originally scheduled for delivery on [Original Delivery Date].

Regrettably, the shipment has yet to arrive at its final destination, leading us to consider it a loss. We have initiated an investigation with the carrier to ascertain the circumstances surrounding this delay.

Please be assured that we are taking all necessary steps to resolve this matter promptly. In the meantime, we suggest you review your inventory and let us know if there are any immediate needs we can assist with.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding during this process. We will keep you updated as we receive further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]