

Freight Loss Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

We regret to inform you that a loss has been identified concerning your shipment with tracking number [Insert Tracking Number], originating from [Insert Origin] and destined for [Insert Destination]. The shipment was scheduled for delivery on [Insert Delivery Date].

The contents of the shipment include: [List of Contents].

Unfortunately, due to [Brief Explanation of Cause, e.g., mishandling, theft, etc.], we were unable to locate the shipment. We are conducting a thorough investigation to determine the circumstances surrounding this loss.

We understand the impact this may have on your operations and assure you that we are taking all necessary steps to resolve this issue promptly. Please provide us with any relevant documentation, such as purchase orders or invoices, to assist in our investigation.

We will keep you updated on any progress regarding your claim and our investigation. Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]