

Freight Loss Notification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that there has been a loss of freight pertaining to your recent delivery with tracking number [Insert Tracking Number]. The following details are noted:

- **Order Number:** [Insert Order Number]
- **Delivery Date:** [Insert Delivery Date]
- **Description of Lost Items:** [Describe Lost Items]

Our team is currently investigating the circumstances surrounding this loss, and we are committed to resolving this issue promptly. We appreciate your understanding and patience during this process.

Please feel free to contact us at [Insert Contact Information] should you have any questions or require further assistance.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]