

Freight Loss Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you of a loss incurred during the transportation of freight associated with Invoice #[Insert Invoice Number]. Upon receipt of the shipment, we have identified that the following items are missing:

- [Item Description 1] - Quantity: [Quantity]
- [Item Description 2] - Quantity: [Quantity]
- [Item Description 3] - Quantity: [Quantity]

This discrepancy has been documented, and we kindly request your assistance in investigating this matter. We would appreciate any information you could provide regarding the status of these missing items.

Attached to this letter, you will find copies of relevant documentation, including the bill of lading and the delivery receipt for your reference.

Thank you for your prompt attention to this matter. Please feel free to reach out to us at [Your Contact Information] for any further discussions or required clarification.

Sincerely,

[Your Name]

[Your Company]

[Your Position]

[Your Phone Number]

[Your Email Address]