

Claim Submission for Lost Shipment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit a claim for a lost shipment sent on [Insert Shipment Date] with tracking number [Insert Tracking Number]. Despite my efforts to locate the package, it has not been delivered and is currently lost.

The details of the shipment are as follows:

- Item Description: [Insert Item Description]
- Shipping Method: [Insert Shipping Method]
- Declared Value: [Insert Declared Value]

Please find attached [any relevant documentation such as receipts, shipping invoices, etc.] to support my claim.

I kindly request your assistance in resolving this matter at your earliest convenience. If you require any further information, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]