

Follow-Up on Lost Shipment Claim

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the lost shipment claim we submitted on [insert submission date] regarding the shipment with tracking number [insert tracking number].

As we have not yet received an update on the status of our claim, I would appreciate any information you can provide. Our records indicate that the shipment was scheduled for delivery on [insert delivery date], and its absence has caused us significant inconvenience.

Please let us know if there are any further details required from our side to expedite the resolution of this matter. Thank you for your attention to this issue, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]