

Damage Claim for Postal Service

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Your City, State, Zip Code: [Insert City, State, Zip Code]

Your Email: [Insert Your Email]

Your Phone Number: [Insert Your Phone Number]

To: [Postal Service Company Name]

Address: [Postal Service Address]

City, State, Zip Code: [Postal Service City, State, Zip Code]

Dear Claims Department,

I am writing to formally file a claim for damage to a package that I sent/received through your postal service on [Insert Date of Shipment/Reception]. The tracking number for this shipment is [Insert Tracking Number].

The package was in good condition when it was shipped, but upon delivery, it arrived [describe the damage].

Attached are the necessary documents, including:

- Copy of the receipt
- Photos of the damaged item
- Any other relevant documentation

I request that you process this claim and provide compensation for the damaged item. If you have any questions or need further information, please do not hesitate to contact me at the above phone number or email address.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]