

# Shipment Issue Notification

Date: [Insert Date]

To: Logistics Team

From: [Your Name / Department]

Subject: Notification of Shipment Issue

Dear Logistics Team,

I am writing to inform you of an issue we encountered with a recent shipment. The details are as follows:

- **Shipment ID:** [Insert Shipment ID]
- **Origin:** [Insert Origin]
- **Destination:** [Insert Destination]
- **Date of Shipment:** [Insert Date]
- **Issue Description:** [Briefly describe the issue]

Please take the necessary steps to address this issue as soon as possible. If you require any further information or assistance, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]